October 1960

The Office

Magazine of Management · Equipment · Methods

METHODS DELAY STUDY (page 81)

Fig. 6. Observer using study sheet (Fig. 3) records activity every two minutes. Between observations, he completes process chart (Fig. 5). Comments and ideas are recorded on his portable dictating machine.

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The Office
Magazine of Management · Equipment · Methods

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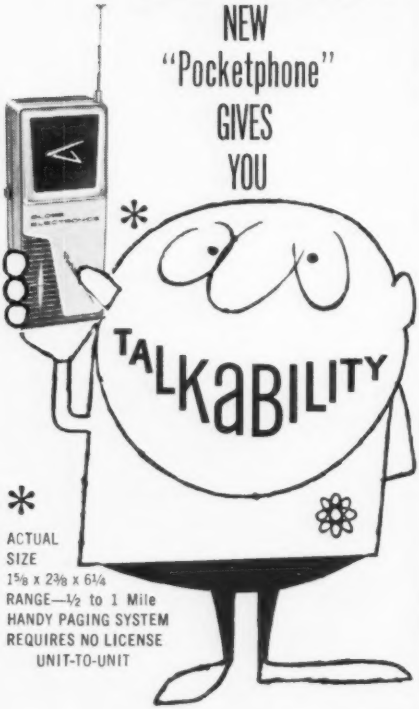

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The Office®
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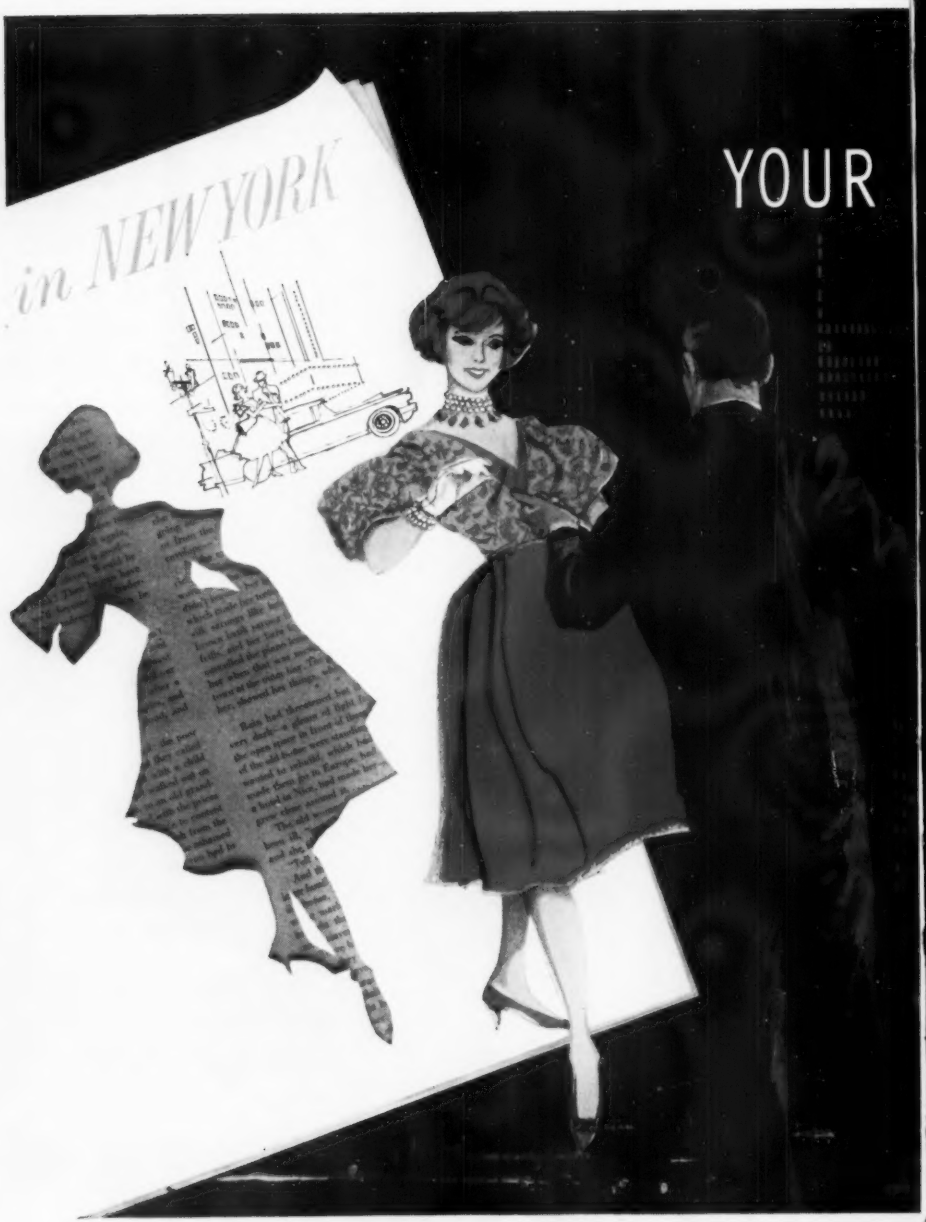
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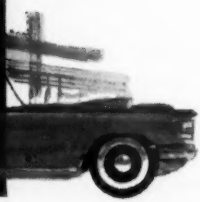

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For More Information Circle No. 279

Kitchen of National Life Insurance Co., Montpelier, Vt., run by Crotty Bros. Staff of 30 serves 550 employees in three shifts to avoid waiting (cafeteria seats 400).

Good Nutrition Builds

HORACE L. SIPPLE, Ph.D., Executive Secretary, Nutrition Foundation, Inc., New York

CORRECT DIET is one of the most important factors in life. No matter what age, sex or occupation, a person is to a large extent what he or she eats. If this person is an office worker, someone who works with the mind rather than the body, proper eating habits are of particular significance, vitally affecting appearance, performance and personality.

Guarding against overeating, while taking care to maintain a well-balanced diet, is a problem that confronts the majority of Americans. The office worker has the additional complication that he uses little physical extra energy at work and must adjust his diet accordingly.

All foods play a part in developing the body and keeping it healthy and vigorous. Nutrition knowledge has increased enormously during the past quarter-century, though much of this knowledge remains unknown to a majority of the public. It is to the interest of management that new nutrition facts be appreciated and used to the benefit of its personnel. After all, the health and welfare of employees is even more important than the maintenance of

The Nutrition Foundation, organized by food and related manufacturers in 1941 as an expression of their interest in scientific progress and human health, has as its basic purposes the development of a comprehensive program of fundamental research, providing basic information in the science of nutrition, and the support of educational measures that will assist in making the science of nutrition effective in the lives of present and future generations.

Cafeteria in the new office building of Crown Zellerbach Corp., San Francisco, seats 350. The abstract mural by Mark Adams measures 44 by 9 ft. on a curved wall.

Better Office Workers

office machinery and equipment.

The precise role any food plays in the diet depends on the nutrients it contains. Protein, an essential nutrient found in some staple foods, builds all the cells in the body. It is necessary for growth. Whether a person has firm muscles or flabby ones to a large extent depends on the amount and quality of the protein supplied by the food eaten. Among the excellent suppliers of high quality protein are meat, fish, poultry, eggs and milk.

What about calories Are they bad? Do they really make one fat? Calories are essential. Everybody needs them. The number of calories contained in a food is a gauge of how much energy that food releases in the body, *i.e.*, a calorie is a measure of energy, just as a pound is a measure of weight.

A person uses energy from food every second of his life. He uses it to breathe, to walk, to sleep and to work. During the years of growth, especially during infancy and the teens, calories are required by the body in great quantity as it utilizes the various nutrients to build bone, muscle, blood and tissue. Later in life, the body still needs calories, but not as many. When the food eaten provides more energy than the body uses, the excess is stored as fat. Everyone needs a *little* body fat, but not too much. When we keep consuming more calories than necessary for the

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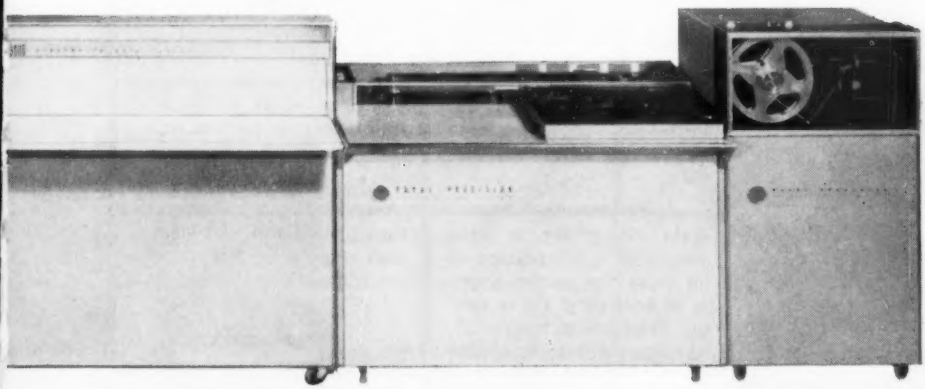

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Data Processing Office, or write Sales Administration Director, Royal McBee Corp., Port Chester, N.Y.

For More Information Circle No. 294

energy required by our job, our body becomes overweight as the excess calories are stored as fat. This reduces our general efficiency, impairs our health, probably shortens our life.

The skin and hair are body tissues nourished by other food nutrients. When the necessary nutrients are not provided, this reflects in a person's appearance. The nutrients that often help improve and maintain the condition and appearance of the skin and hair are vitamins A and C and certain B-vitamins. Fruits and vegetables in variety are especially good providers of these nutrients.

Food, especially that which supplies vitamin A and B-vitamin riboflavin, is important for the good vision needed for many kinds of paperwork as well as other work and leisure activities. Plenty of deep yellow or leafy green vegetables three or four times a week will insure adequate supplies of vitamin A. Riboflavin is found most abundantly in dairy foods, meats and leafy green foods.

Calcium is essential to maintain bones and for sound teeth. Phosphorus and vitamins A and D are also important. A good source of calcium is milk.

Water supplies no calories or vitamins, but it can provide some minerals, *e.g.*, hard water can contribute calcium. Lots of water is lost from the body each day, and, to make up this loss, everyone should drink at least six glasses of water or its equivalent every day, in addition to the water obtained through foods. This is why we have watercoolers in the office.

Nutrient	What It Does	Where To Find It
Protein	The body builder; helps form antibodies to fight infection; supplies food energy; essential to life	Meat group and dairy group are best; lesser amounts in the bread-cereal group
Calcium	Helps to build sound bones and teeth; helps blood to clot; helps muscles and nerves react normally	Milk group is best; dark green, leafy vegetables are also good
Iron	Works with protein to make hemoglobin (the substance in the blood that carries oxygen to all body cells) and in each cell, helps develop energy	Meat group is best; dark green, leafy vegetables and bread-cereal group also good
Thiamine	Helps maintain a healthy nervous system; promotes normal appetite and digestion; helps change the substances in food into energy needed by the body	Meat group (especially pork) is best; many fruits and vegetables; also bread-cereal group

Fiber is another ingredient of the adequate diet. The largest source of fiber—cellulose, bulk, roughage—in a normal diet is of vegetable origin. This type of fiber is not digested, its main function being to stimulate the intestinal muscles. Fiber and pectin-like materials also cause favorable growth of bacteria in the intestinal tract. In a balanced diet, bulk occurs in the form of whole grain breads and cereals and the fibrous parts of fruits and vegetables.

Legend has it that certain foods are "brain foods." Eating special foods will *not* make anyone more intelligent. But there is substantial evidence that an employee or executive is more likely to realize his full mental potential if he consumes the correct amounts of a selected variety of foods.

How does food help office workers in their work? The body has an intricate and highly sensitive network called the nervous system, controlled by the brain. The foods a person eats help keep this delicate system functioning properly. Studies indicate that the work of breakfast-skippers improves when they begin eating a morning meal before starting the day's work. Thiamine—one of the B-vitamins—is one of the principal nutrients that helps keep the nervous system healthy. Good sources of thiamine are meat (especially pork), fish, poultry, eggs and enriched whole grain breads and cereals.

What makes some people in the office more easy to get along with than others? What causes the type of per-

Nutrient	What It Does	Where To Find It
Riboflavin	Helps the cells use oxygen; helps keep vision clear; helps keep skin smooth and prevent scaling around mouth and nose or cracking at the corners of the mouth	Liver is excellent; milk group very good; other foods in meat group and some vegetables also good
Vitamin A	Helps promote smooth clear skin; helps keep mucous membranes healthy and resistant to infection; helps prevent night blindness and control bone growth	Liver is excellent; dark green, leafy vegetables and deep yellow fruits and vegetables also good
Vitamin C	Helps to cement all body cells together and strengthen the walls of blood vessels; helps resist infection; helps insure more rapid healing of wounds	Citrus fruits best, strawberries, tomatoes, cabbage, broccoli, and other fruits and vegetables also good

sonality associated with an efficient and congenial employee? One way to get the answer is to take a look at some of the traits that go into making the well-liked and competent office worker. Here are a few: a pleasing disposition; enthusiasm; thoughtfulness; friendliness; dependability; interest in others; willingness to assume one's proper share of the workload. Every one of these traits is more attainable when the worker feels well. To be in good health requires good eating habits. Happily, the foods that are necessary are frequently those most preferred. So it is often fun rather than a chore to observe a good diet.

A word of warning, however. Obesity is a serious health problem in this country. Life insurance statistics, especially those to do with executives, point a ghostlike finger at heart disease and other lethal ailments that often accompany obesity. Not only does overweight favor an early death, it favors the early onset of all those many "aches and pains" that cause employee absences and play havoc with the work schedule.

Overweight comes from overeating. Too many calories, rather than a peculiar physiology, is to blame. The executive should remember that since much of his time is spent sitting (no doubt thinking), the energy he expends is about 15 calories an hour, while his typist in the outer office is expending energy at the rate of about 55 calories an hour.

The best diets for losing weight follow the same pattern as those for normal weight persons. In fact, both should have the *same* menu. One of the most important features in a reducing regimen is simply eating less of everything. There is *no* single food that must be banned. Although potatoes and bread are often accused of making a person "fat," they are important foods that have a proper place along with the other good foods in the daily diet. Unless a physician advises to the contrary, if a person wishes to lose weight he or she should limit himself or herself to *smaller helpings*.

A balanced diet is important. Nutrition determines the growth, normal functioning, maintenance and repair of all the cells in the body. It is one of the most important factors affecting health, happiness and effectiveness on the job. For pointers on good nutrition practice, booklets, pamphlets, etc., write to the Nutrition Foundation, Inc., 99 Park Ave., New York 16.

MEN

Height (*with shoes on, assuming a one-inch heel*) Feet	Inches	Small Frame	Medium Frame	Large Frame
5	2	116–125	124–133	131–142
5	3	119–128	127–136	133–144
5	4	122–132	130–140	137–149
5	5	126–136	134–144	141–153
5	6	129–139	137–147	145–157
5	7	133–143	141–151	149–162
5	8	136–147	145–156	153–166
5	9	140–151	149–160	157–170
5	10	144–155	153–164	161–175
5	11	148–159	157–168	165–180
6	0	152–164	161–173	169–185
6	1	157–169	166–178	174–190
6	2	163–175	171–184	179–196
6	3	168–180	176–189	184–202

WOMEN

Height (*with shoes on, assuming a two-inch heel*) Feet	Inches	Small Frame	Medium Frame	Large Frame
4	11	104–111	110–118	117–127
5	0	105–113	112–120	119–129
5	1	107–115	114–122	121–131
5	2	110–118	117–125	124–135
5	3	113–121	120–128	127–138
5	4	116–125	124–132	131–142
5	5	119–128	127–135	133–145
5	6	123–132	130–140	138–150
5	7	126–136	134–144	142–154
5	8	129–139	137–147	145–158
5	9	133–143	141–151	149–162
5	10	136–147	145–155	152–166
5	11	139–150	148–158	155–169

Desirable weights, in pounds, for persons 25 and over, as ordinarily dressed.

Management Blamed For Fire Losses

MANAGEMENT must take the major blame for this country's disgraceful annual quarter-billion dollar loss in industrial fires. The failure of plant owners and operators adequately to protect industrial properties is responsible for the major fires which "close down plants, put people out of work, unsettle insurance company reserves and disrupt our national economy which depends on continuous and ever-expanding production for its existence," according to Chester I. Babcock, manager of the fire record department of the National Fire Protection Assn.

Over $356 million worth of buildings, industrial installations, transportation equipment, forests and other property in the U. S. and Canada was wiped out in 410 large loss fires in 1959. The total, exceeding the previous 1957 high by more than $6.5 million, shows a daily loss of close to $1 million. On 73 occasions, $1 million or more went up in smoke in a single fire. Only fires with individual losses of a quarter-million dollars or more are included in the analysis, made annually by the NFPA fire record department.

A rise in large losses occurred in all principal classifications. The 1959 total loss in office building fires showed a huge jump over 1958 even without the Pentagon fire ($6,690,000 and 35 injured). Other large loss 1959 office fires included: Boeing Airplane Co., Wichita, Kans., $880,000; Dept. of Agriculture Building, Alexandria, La., $450,000; U. S. Government Analysis Lab and office, Laurel, Md., $254,000. The large loss bank fire in 1959 was Bank of America, Bell, Calif., $375,000. It should be noted that these loss figures cover only property damage — not the value of paper records and documents which could have been destroyed if not protected by insulated files or vaults.

While the 410 major fires included in the analysis represent only a fraction of 1% of all fires during the year, they were responsible for over 25% of the entire dollar loss. These loss totals do not take into account the tremendous indirect waste and consequences of fire which cannot be measured in money.

Large loss fires, Mr. Babcock asserted, are caused by owners and managers who in many cases "have never given fire protection more than lip service or even completely ignore it, possibly under the illusion that an insurance policy premium solves all their fire problems." Others "realize they'd better do something but lack understanding of the complexities of the problem or lack proper guidance." A third group comprises those who "have provided protection which on paper appears to be adequate in all respects" but have overlooked the possibility of human failure.

The causes found include weaknesses in fire-safe design of buildings, and sub-

FIVE-YEAR RECORD OF FIRES IN OFFICES AND BANKS

Year	Number	Losses
1958	8,500	$25,874,000
1957	7,100	10,879,000
1956	8,000	8,587,000
1955	8,400	10,064,000
1954	10,100	11,756,000
Average	8,420	$13,432,000

National Fire Protection Assn. estimates.

standard or nonexistent fire protection. Absence of protective sprinkler and alarm systems were the principal reasons why minor fires were not stopped before they became major losses. Automatic sprinkler protection would have prevented high losses in 283 out of the 331 building fires. In 270 cases, discovery and fire department notification were delayed because there were no sprinklers, alarm systems or watchmen.

Structural weakness ignoring fire safety standards included missing division walls, unenclosed stairways and elevator shafts. These were major factors in allowing fire to spread throughout the building instead of confining it near the area of origin. The key to elimination of such major losses, said NFPA, is proper design of buildings and other structures, and use of protection equipment. But basically "bad fires are caused by people — people who allowed these weaknesses to exist." Mr. Babcock urged fire protection engineers, safety supervisors and public fire officials to concentrate on changing the thinking of management to convince it that fire protection is its responsibility and must have its full and continuous support.

Protection of Vital Records

W. L. ROFES, Records Manager, Olin Mathieson Chemical Corp., New York

A PROGRAM to protect vital records is an insurance program. As in all kinds of insurance, you get not only what you pay for but also what you plan for. No other facet of records administration demands as much planning, analysis and hard-headed programing. With a vital records program, you must make sure the first time. You won't get a second chance!

Unfortunately, the term, "vital records," is apt to lead us astray. What we are concerned with in this program is, with very few exceptions, not records but information. Records themselves are relatively unimportant; what we must protect is *information*. What information? That information which is vital! The information we must seek and protect is that which affects the life of the organization. There is no ascending order of vitality, to wit: useless, useful, valuable, essential, vital! There are only two categories: vital and non-vital. This should clarify some of our thinking. Either a particular bit of information does or does not affect the life of the organization. If it does, it must be protected. If it does not, no amount of sentimentality can make it vital enough to protect. This approach may step on some toes. It will

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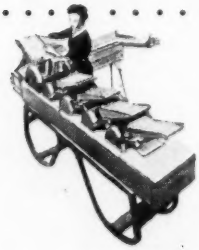

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certainly raise the plaintive cry, "What I'm doing must be vital or they wouldn't have me doing it." Not all that is important and/or valuable is vital. An arm is important and valuable, an eye also; but neither an arm nor an eye is vital.

There are two practical approaches to a working definition of vital records. The older one defines a vital record as one that is needed to protect the continued existence of the organization, the equity of its owners, its employees and (when applicable) the general public. I prefer a more recent definition: a vital record is one which *must* be available to reconstruct the status of the organization and to continue its being. If there were a fire, flood, explosion, or whatever, what records would we need to be in business at nine o'clock tomorrow morning? These records are vital. All else can be dispensed with as being valuable, important, essential or useful, but not vital.

Break down the organization into its component parts, its major functions, and then apply the definition of vital records to each component or subdivision of a component. In a company manufacturing goods for profit, these major functions might include:

1. General Management or Administration.
2. The Financial Function.
3. The Sales Function.
4. Research and Development.
5. Engineering and/or Construction.
6. The Personnel Function.
7. Purchasing.
8. Production.

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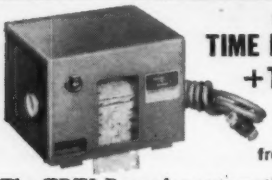

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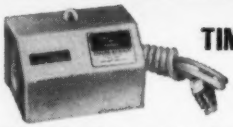

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For More Information Circle No. 390

might be further subdivided, for instance, the Financial Function:

a. Paying.
b. Receiving.
c. Costing.
d. Accounting.

By applying the definition we can arrive at an understanding of what we have to do to protect our company. To reconstruct our position as it was immediately prior to the disaster, what *information* is *vital* in showing the status of the following?

a. The amount of money we owe.
b. The amount of money owed to us.
c. The way we arrive at our cost figures.
d. Our accounting reports and statements.

What *information* do we need to *reconstruct* our position? By careful and objective questioning you can determine what information is needed, what information is vital. Since objectivity is essential in this phase of the program, it is not surprising that some of the better vital records programs have been installed by management consultants. On the other hand, many systems or records analysts, with enough management backing to allow them to maintain their objectivity, have achieved top results.

You will be amazed at how much vital information is contained in more than one record. In many cases you will have a definite choice of records to protect in order to safeguard the information you want. Certain records are protected for their own sake, such as the corporate charter. The volume of this type of record is very small.

(Continued on page 286)

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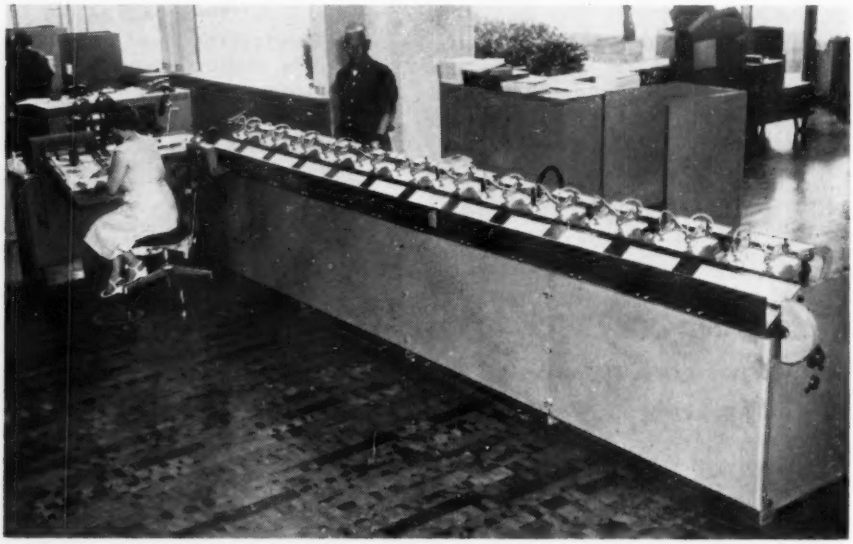
For More Information Circle No. 278

Connecticut General Life Has Complete Printing Division

SELF-SUFFICIENCY is the trend in the services that form the administrative core of a company's operation. The successful executive and company depend upon an intricate organizational setup for cooperation between all the elements of the company. It is an organization effected through communication, mutual understanding and mutual goals. An example is the new headquarters of the Connecticut General Life Insurance Co. Anyone visiting the home office of this company, sees a complex business community that has been fashioned on nearly 300 acres of rolling land in the suburbs of Hartford.

The new building contains the nerve center of the third largest stock life insurance company in the U. S. Through dramatic, but gracious architecture, Connecticut General's management has created integrated departmental service centers that produce a self-sufficient and competitively productive company.

A few years ago, management decided that it had to move to larger quarters to provide for a more integrated and smoothly functioning operation. From its projected needs, it determined five principles that had to be



A Macey Collator and Stitch-A-Fold machine has been in use in the printing division of Connecticut General Life Insurance Company's home office since 1958.

For More Information Circle No. 207→

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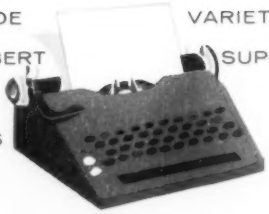
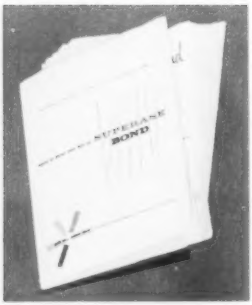
Superase Bond

You erase mistakes . . . even whole phrases . . . like magic, with just a soft rubber pencil eraser. They erase cleanly, too . . . no smudge . . . no smear. Superase, with 25% new cotton fibre content, also has a quality appearance. It looks like regular bond paper, including the crisp cockle finish always associated with quality papers. And Superase Bond gives a beautiful letterhead impression by *all* reproduction processes. Send for sample kit containing a generous supply of Superase Bond and Superase Thin.

type here ↑ then erase ↑ try its **erasure quality** yourself

GILBERT SUPERASE BOND IN A WIDE VARIETY OF SIZES AND WEIGHTS, INCLUDING GILBERT SUPERASE THIN (sub. 9), IS AVAILABLE FROM AMERICA'S FINEST PAPER MERCHANTS





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Contains an ample supply of Gilbert Superase Bond in all weights, including Gilbert Superase Bond Thin.

Send for it today.

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MENASHA, WISCONSIN

This is Gilbert Superase Bond, 25% new cotton fibre, white, cockle finish, sub. 20.

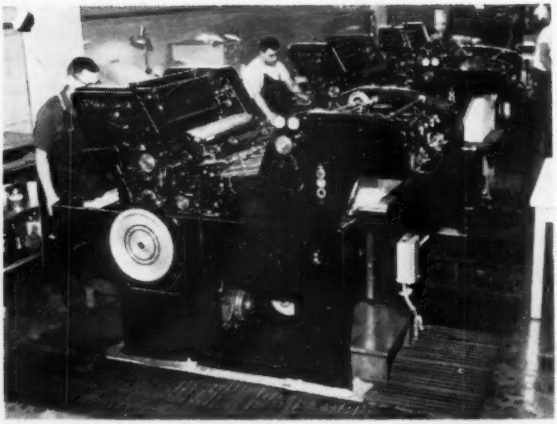
met. First, it wanted a building to utilize modern office technology and automation. Second, it wanted sufficient flexibility to allow various departments to grow at different rates. Third, it wanted a building that had low maintenance costs. Fourth, it required a building that would reflect a suitable work environment for its employees. Fifth, it wanted provision to expand.

The building that resulted expedites efficient operations while lending a dignity to the employees who work in it. It has been hailed as one of the "ten buildings in America's future" by the American Institute of Architects. Administrative officers, clerical activities, a printing plant, recreation areas, food service facilities, and an emergency power plant are available to the nearly 2300 employees at Connecticut General's home office.

In the layout of each operation, management organized departments in a pattern of free work flow through related work clusters. The result is an integration of function and form that is reflected in the operation of every department. Increased cooperation between departments has produced some highly creative and economic procedures, especially in the company's printing division.

While most companies have some facilities for printing or reproduction,

For More Information Circle No. 379



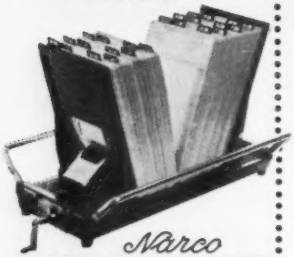
Harris offset presses in operation at Connecticut General Life Insurance Co.

Connecticut General has gone further and developed a small, but complete printing division. Under the direction of S. Philip Hallgren, this division works closely with the advertising and public relations department, the sales departments and forms control unit. This section produces better than 1000 separate jobs each month. Not all of the printing is done internally. Each job is analyzed by the printing division to determine where it can be done best

New, Improved, Money-Saving **POSTING EQUIPMENT**

ADV. 3

TRAYS



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COMPRESSION TYPE

Speed paper handling with this sturdy, compression type NARCO Posting Tray. Opens, locks, extends, with finger tip control for posting, reference, storage. Lightweight. Lifetime, precision built, steel construction.

UNITS

Narco-Matic
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Simplify and speed posting for small groups of accounts with this NARCO-MATIC Portable Posting Unit. Combines the convenience of a posting tray with the compactness of a binder. 2", 4" and 6" standard capacities.

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Get extra benefits at no extra cost with this NARCO Portable Posting Stand. Holds one or more trays; adjusts in height, length and width; converts to utility table. Sturdy steel construction. Quiet, easy rolling swivel casters.

• Complete line of Writing Boards available with fixed or movable rails.

• **Wide selection of standard sizes. Special sizes made to order. Write for information and prices.**

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Narco

DISTRIBUTORS:
Some territories still open

For More Information Circle No. 363

Bostitch B8R Desk Stapler

—this compact machine has enough power to staple 30 sheets of 16-lb. bond. A stapler, stapling plier, tacker, and staple remover in one.

Bostitch B5 Desk Stapler

—for unbeatable performance and efficient service. Staple is supported while being driven—for greater penetration. This attractive machine can be worked with a light finger touch—and is rugged enough to be pounded with your fist.

Bostitch ½CRL Heavy Duty Stapler Do you have a job that's too thick for a desk stapler? Use the Bostitch ½CRL to staple thick piles of papers or other materials.

This versatile hand-operated machine can be carried to the work where it will answer many fastening needs.

Bostitch B8S Saddle Stapler

—a low-cost machine for saddle stapling folders, rosters, programs, bylaws, making up dummies, repairing magazines. Staples up to 128 pages.

BOSTITCH SOLVES OFFICE FASTENING PROBLEMS QUICKLY, NEATLY, EASILY

Speed, economy and professional results are yours when you use Bostitch staplers in your office. One call and one order take care of all your office stapling requirements. Just look up "Bostitch" in your phone book.

Fasten it better and faster with

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STAPLERS AND STAPLES

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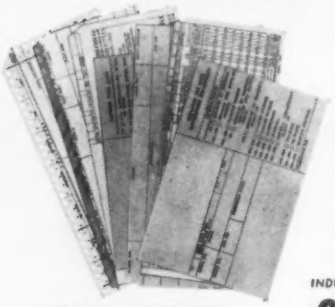
310 Briggs Drive, East Greenwich, R. I.

For More Information Circle No. 245

Here is a completely new labor cost data computer

it's the new Calculagraph 500 Series



FITS ANY SYSTEM . .

Now the completely new Calculagraph 500 Series labor cost data computer brings automation to the largest single cost factor of most businesses — labor time.

As a system in itself or as an integral component of any cost control system, the Calculagraph corrects the weakest link inherent in most systems by automatically computing and printing actual hours worked. This will assure 100% accuracy by eliminating the human frailities in manual computation and, in most cases, eliminate most of the clerical labor costs.

As a result, in a unit card system, the Calculagraph 500 Series can save time, clerical costs, and attain greater accuracy in your input data. It can be installed without disrupting your present factory-to-office data collection procedure. We can show you how if you will send samples of your present job cards for analysis.

INDUSTRIAL DIVISION

CALCULAGRAPH *Company*

278 Ridgedale Ave.
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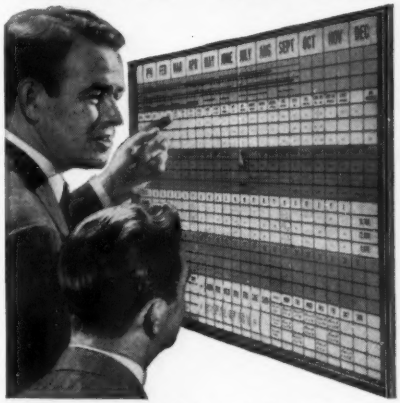
For More Information Circle No. 352

in terms of cost and speed. Approximately 56% of all work is done internally, however, at savings that fully justify the decision. Like all other departments, this one is an example of modern equipment and management techniques. It has both letterpress and offset equipment together with typesetting and bindery equipment.

The operation is designed to service Connecticut General's needs in selling group and individual insurance. Each policy the company sells, particularly in the group insurance field, must be tailored to suit the needs of the buyer. For each company that buys group insurance for its employees, the print shop produces booklets describing all the benefits due the employees of that company. The number of these booklets that are needed varies. Runs as low as 100 are common, but the plant must be prepared to print enough for the company with 10,000 employees too. This is a big operation and cooperation is a must if costs are to be kept in line. The booklets may have as few as eight pages plus cover or as many as 48 pages plus cover. The method of printing the various sections of the booklet and binding them on a Macey Collator-Stitch-A-Fold combination, has reduced the cost per 100 copies 89% as compared to previous methods. These savings are possible as each department cooperates and is coordinated in such a way that other departments are able to take advantage of Mr. Hallgren's skill.

Another example of obtaining better work at less cost through understanding and cooperation is shown in the production of the Annual Report to policy-

You Get Things Done With Boardmaster Visual Control



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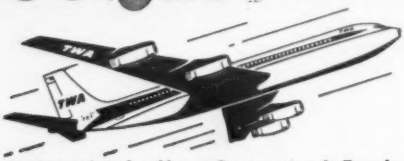
GO JET!

TWA Intercontinental Boeing 707 Jet



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Time Savings, Speed, Perfection

SUPER CONVENIENT JET ERASERS

SHAPE: Almost like a ball point pen
STYLE: Smart, polyethylene holders with pocket clip or with whisk brush for typists
SIZE: Luxury rubber cores, over 4½" *long!*
SPEED: The smoothest, fastest, finest erasing ever originated to gratify your clerical workers, save working time and assure cleanest "correcting".

Exceptional rubber textures for erasing typewriting, business machine writing, pencil, pen, ball point, India Ink.

Inexpensive refills in all textures

The NO. 800 JET TRIO EXECUTIVE DESK SET

Unusual and attractive Jet Eraser Set. Contains one each Nos. 825, 827 and 838 Jet Erasers, with refill for each. In attractive, convenient size, transparent polyethylene case. *An excellent year-round gift!*

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World's Foremost Eraser Specialists

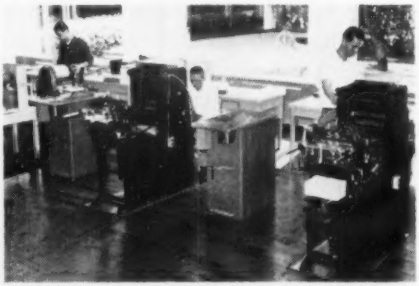
Finest Quality for the Finest Erasing

Weldon Roberts JET Erasers

Correct Mistakes in Any Language

For More Information Circle No. 362

holders. The advertising and public relations department is responsible for producing this report. By cooperating and utilizing the knowledge of the printing division, the department was able to produce 250,000 reports with speed and economy. It was able to design a report to take advantage of all the equipment available in their own printing plant in a way that normally wouldn't or couldn't be followed were the work done outside. This year's booklet is 12 pages plus a cover. It was designed to run on available presses with no waste paper. After it was printed, the appropriate pages were addressed before binding. Then the pages were put on a combination collator-stitch-a-fold machine. This unit gathered the pages into sets, stitched them and folded them into booklets ready to be trimmed and mailed. The collating-stitching-folding operation is an example of utilizing modern techniques that do away with time consuming hand labor and is a hallmark of modern management. The integration of this machine in the printing operation at Connecticut General's home office, has contributed to the company's effectiveness in serving its policyholders.

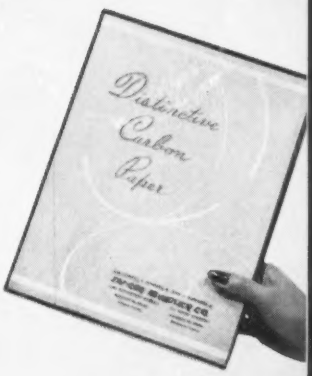


Another view of the duplicating department at Connecticut General Life Insurance Co.

For More Information Circle No. 202→

CORRO-BAGS

the modern way to mail!



For the **hundreds** of types of items mailed . . . you can't beat handy Corro-Bags! Lightweight — easy to open — economical! Clean Corro-Bags have their protective cushioning literally built-in — no bulky fillers to add weight, or leak out. No finger cuts from sharp paper edges! Easy to fill, Corro-Bags are stapled or taped closed. Used by banks, insurance companies, offices, stationery and publishing firms — to ship printed material, office forms, books, supplies, replacement parts, phonograph records, hardware — **anything** needing moderate protection through the mail. Corro-Bags are available in a complete range of standard sizes. For a free sample size range of Corro-Bags, write Dept. O.

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. . . the only completely flexible plate designed to give you two usable aluminum printing surfaces!

You asked for it—and now 3M has made the sensational 3M Brand Type "L" Plate available in six larger stock sizes—from 8½" by 12" to 15⅜" by 20½". Special Type "L" Plates can be produced, too, up to 350 square inches. Remember, only the 3M Type "L" Photo Offset Plate—in any size—gives you two usable, precision pre-sensitized printing surfaces . . . and both of them perfectly smooth aluminum. It's an economy and quality combination you can't get on any other duplicator plate on the market! Call your 3M Lithographic Supply Dealer now and place your order.

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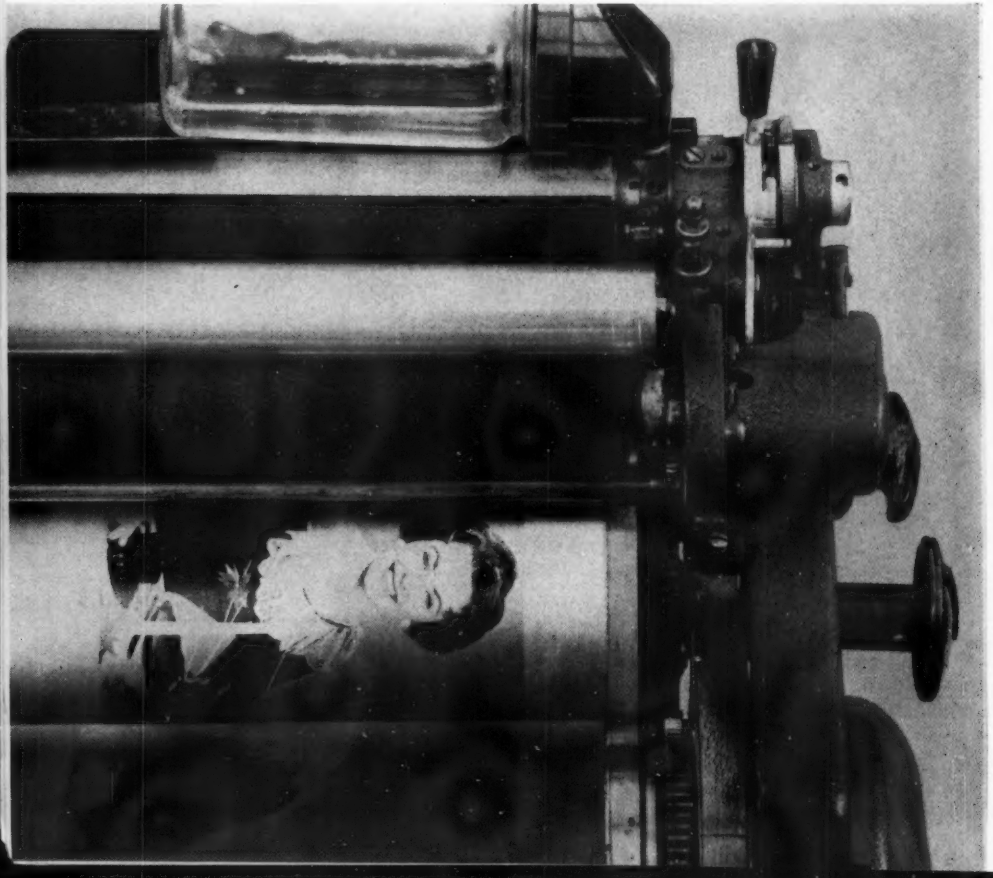

NEW Books

HOW TO COMMUNICATE POLICIES & INSTRUCTIONS by Joseph D. Cooper. Bureau of National Affairs, 1231 24th St., N.W., Washington 7, D. C., 352 pp., $14.75.

A practical operations manual for anybody who has to prepare written instructions for someone else. Covers all types of instructions: policy manuals, office manuals, technical manuals, sales manuals, employee manuals, consumer "how to do it" or "how to use it" manuals or pamphlets, purchasing manuals, training manuals, etc. Provides a wide variety of examples with checklists and practical tips on language and use of illustrations, including photography, artwork, and exhibits.

IDEAS FOR MANAGEMENT. Systems & Procedures Assn., 4463 Penobscot Bldg., Detroit 26, 573 pp., $16.

Devoted exclusively to current and advanced systems thinking in the management field, this volume brings the reader the complete papers, case histories and workshop discussions presented at the 12th International Systems Meeting. An impressive work of particular interest to top management, controllers, systems men, accountants, office managers, etc.

DIGITAL COMPUTER DESIGN by Edward L. Braun. Academic Press, 111 Fifth Ave., New York 3, 625 pp., $15.

A useful source of information on the design aspects of digital computers, the treatment of logic, circuit and system design. Includes a thorough introduction and treatment of Boolean algebra and sequential switching networks, a survey of current switching and storage elements and large capacity storage systems, and a description of ways in which these ele-

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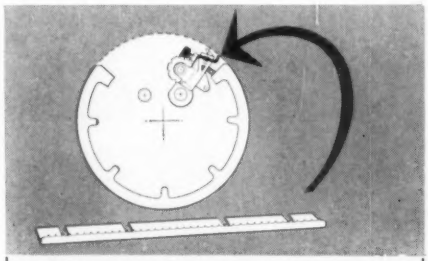
This unique Plate Clamp Attachment fits under the leading edge clamps of the cylinder on your press. It holds serrated or pin bar offset duplicator plates securely in position—in register—all during the run. Designed for use on Multilith presses with hinged or rigid clamps.

PRINTING PRODUCTS DIVISION



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For More Information Circle No. 374

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ELIMINATE COSTLY *Extended* Coffee Breaks *with* VERSATIMER

LIGHTWEIGHT

PORTABLE

NO WIRES

COMES READY TO USE

$34.00 Postpaid

New, low-cost automatic timing unit accurately controls the length of office coffee breaks. Set the number of minutes desired on the timer and forget it. VERSATIMER'S buzzer automatically signals the end of break. Acclaimed the greatest little time and money saver ever devised. Will save you hundreds of dollars each year. Write today for catalog sheet.

Dealer inquiries invited.

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122 Heywood Avenue • West Springfield, Mass.

For More Information Circle No. 373

ments may be combined. Computer users will find this book helpful in enlarging basic knowledge of the means by which a computer performs operations.

GUIDE TO AMERICAN DIRECTORIES. B. Klein & Co., 27 East 22nd St., New York 10, 448 pp., $20.

Contains information on over 2300 U. S. directories and covers more than 250 categories from "accounting" to "zoos." Each directory is fully described with information on the number and type of names contained, publisher, address, date of publication and price (many are free). A special section contains data on the major foreign business directories.

POCKET ENCYCLOPEDIA OF PAPER & GRAPHIC ARTS TERMS. Thomas Printing & Publishing Co., 725 Desnoyer St., Kaukauna, Wis., 92 pp., $1.

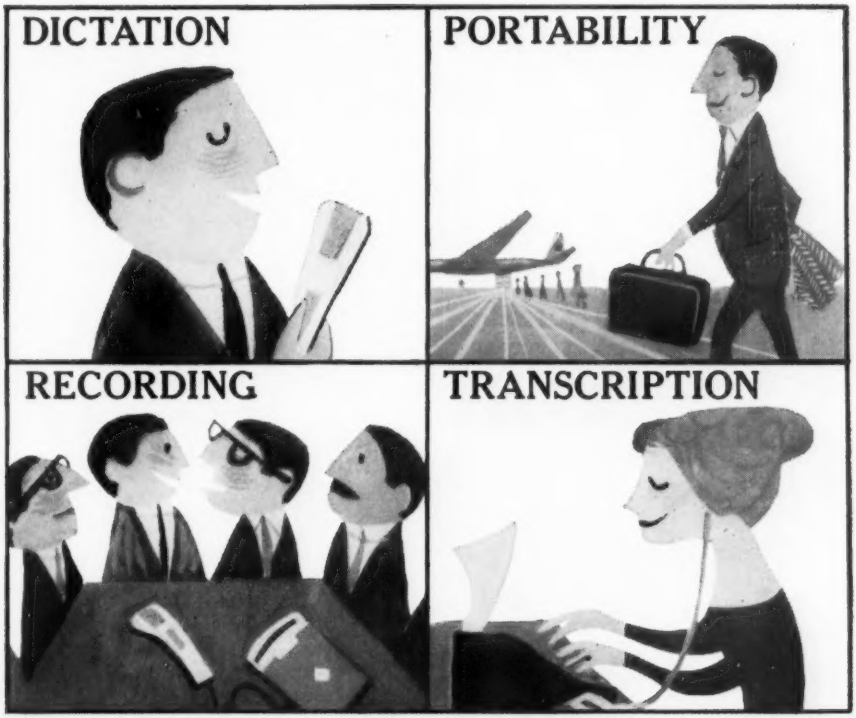
Four sections cover paper and mill terms, graphic arts terms, folding carton and boxboard terms, and ink terms. Recommended for use by those whose dealings with any of the foregoing industries require occasional reference to trade terms.

ELECTRONIC BUSINESS MACHINES edited by J. H. Leveson. Philosophical Library, 15 East 40th St., New York 16, 272 pp., $15.

A study of computers—their scope, characteristics, operation and application —and a review of business problems from this standpoint. Book is divided into three main sections: Programing for Business Purposes; Business Management and Electronic Data Processing; Computer Equipment and Applications.

OEMI MARKETING AREAS MAP & HANDBOOK. Office Equipment Manufacturers Institute, 777 14th St., N. W., Washington 5, D. C., 156 pp., $5.

This sales and marketing tool represents a major step forward in scientific measurement of market area potentials for office equipment. It was perfected during the past six years by market research experts within the institute.



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For More Information Circle No. 333

Answering the call for quick copies

One minute at an automatic printer . . . seconds at an A. B. Dick Azograph® duplicator. Just that fast, Western Electric Company's Massachusetts plant produces all shop order paperwork for making the complex carrier systems used in central telephone offices.

Although this astonishingly intricate equipment involves many components produced at far-flung departments, Western Electric's one-writing shop order system requires just 15 copies to guide production, accounting and shipping. The patented A. B. Dick Azograph duplicating process was chosen to assure complete cleanliness, even when duplicating masters are passed from one department to another—and corrected or modified.

Azograph, spirit, photocopy, offset, mimeograph—A. B. Dick equipment answers *every* call for more efficient production of copy communications. Mail the coupon for more information or see your local distributor of A. B. Dick products—listed under "Duplicating Machines" in the yellow pages.

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Please furnish full facts and flow chart on the use of A. B. Dick products in the following systems:

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For More Information Circle No. 268

You're sure of getting BEST RESULTS when you standardize on MACKINAC Job-Ready Business Papers for office printing and duplicating... because the 7 MACKINAC Grades are designed for superior results and maximum efficiency on modern automatic equipment.

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MACKINAC VELLUM is available in brilliant White in 40, 50 and 60 lb. All other papers in the line are made in White and six bright colors. Complete line consists of MACKINAC BOND, DUPLICATOR, MANIFOLD, MIMEO, OFFSET, OPAQUE and VELLUM. Precision cut at the mill to sizes 8½ x 11 and 8½ x 14.

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NEW 12-page, illustrated booklet sent on request.

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Mill at ALPENA, MICHIGAN

For More Information Circle No. 296

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New Camel ink cartridge* goes miles further without running dry!

Because Venus can put more ink in the remarkable Camel ink-cartridge, you get more work out. For just pennies more, the famous "cross between the pen and pencil"® gives you top efficiency, top economy for the office. Other features: New cone-shaped extended point; light wood barrel; permanent ink. Nine styles. 29c, 39c, 49c. Less by the dozen. Blue, black, red, green ink. Order from your stationer today.

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Venus "365"® . . . the de luxe retractable model. Guaranteed to write 1 year or new refill free. $1.29.

For More Information Circle No. 277

Now you can house both burst and unburst forms – simply, efficiently, at low cost – with

McBEE MARGIN MASTER "TWINS"

No bursting, hole-punching or stripping required for unburst forms – four posts prevent tearing. No extra punching at all for burst forms – simple transfer bar speeds record removal and filing. Unobstructed visibility right to the inner edge of forms. All hardware is contained within the covers for neat, convenient shelf filing of your record "library". No protruding posts can mar your office furniture. Flat back allows large, easy-to-read label holder for quick shelf reference. McBee Margin Master "Twins" are the complete answer to housing *all* your marginally-punched forms.

McBee binders are unconditionally guaranteed for one year. Stock sizes in a great variety of binder styles are maintained for immediate delivery. Call your Royal McBee Data Processing Representative, or mail the coupon for complete information.

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For More Information Circle No. 297

Says Seymour B. Orner, President, La Salle Casualty Company, Chicago, Ill.

"Like most insurance companies, we constantly have large volume mailings. We found hand folding to be slow, inefficient and very costly at today's wage scale. It kept several of our girls from accomplishing more important work-day tasks.

We purchased a Premier automatic folder which promptly solved our problem. Relieved of monotonous folding, our girls are much happier and our mailings are completed in minimal time."

The Premier Auto-Folder CV automatically Feeds, Folds and Stacks . . . even loads while in operation! Will fold various or uniform sizes including multiple sheets. Accepts a wide range of sizes . . . 2½"x4" to 9½"x15½" in most papers. Safe and easy to use. Folds up to 15,000 pieces per hour. Advanced engineering assures efficient, trouble free operation. Portable, fully guaranteed.

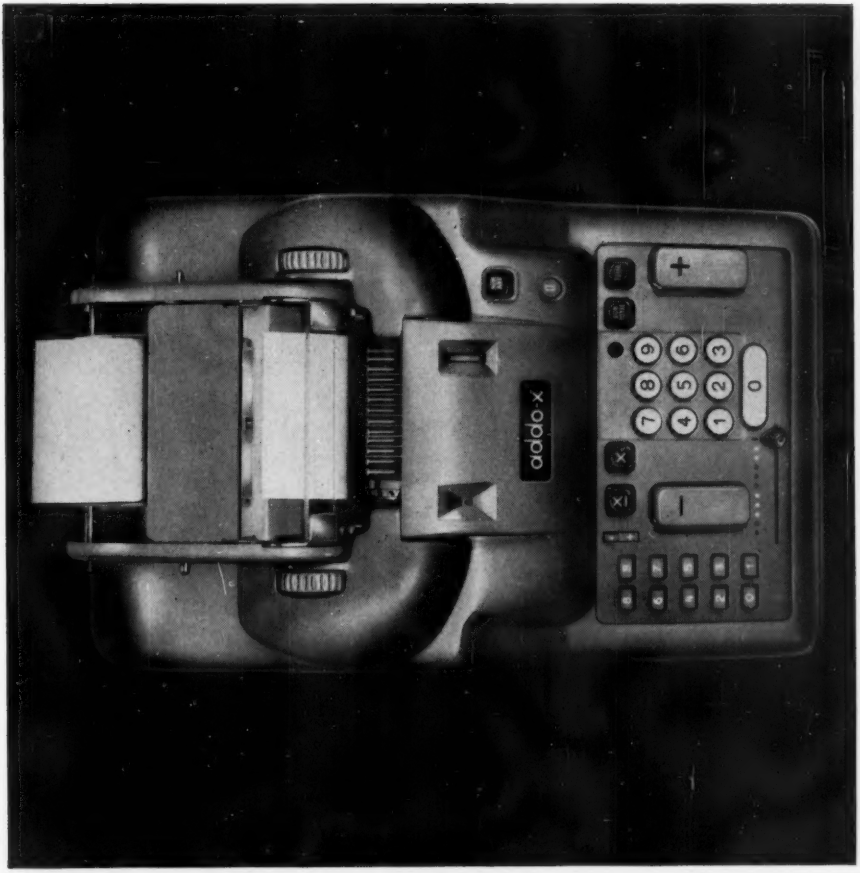
You, too, can save valuable time and attain greater office efficiency.

Write for complete information and name of your nearest dealer.

$149.95
plus F.E.T.

PREMIER AUTO-FOLDER CV

A PRODUCT OF MARTIN YALE, INC., 2100 W. FULTON ST., CHICAGO 12, ILL.
For More Information Circle No. 299



- *it*——**multiplies**——**adds**——**subtracts**——*"addo-x" model 3541E printing calculator*
- *it's*——**fast**——**fast**——**fast**——*with print-out of all entries and factors*
- *it's*——**versatile**——**versatile**——**versatile**——*for a wide range of computations*
- *you*——**save**——**save**——**save**——*time and money with this double register calculator*

for details phone, wire or write "addo-x", 300 Park Avenue, New York 22, NY, Pl 5-5420

For More Information Circle No. 298

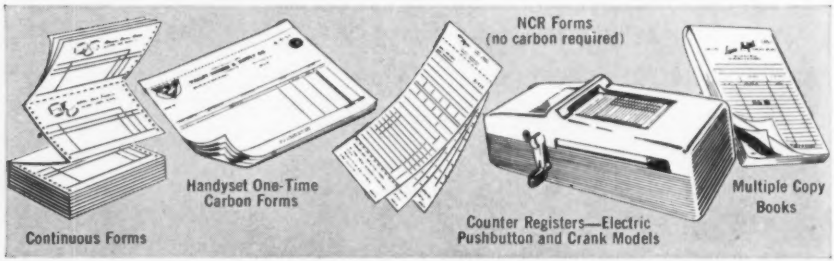
Combine all billing and shipping forms into one!

Regardless of how you bill or ship . . . whether by rail and truck exclusively, or by parcel post or express, or any combination of these . . . Baltimore Business Forms will combine all forms into one. Invoice, labels, packing slips, accounting copies and bills of lading, all to be typed at once.

Send for free samples or recommendations! At Baltimore Business Forms every representative is an experienced "system planner," capable of solving any business form problem. Write for samples or an unbiased recommendation. BALTIMORE BUSINESS FORMS, INC., 3144 Frederick Ave., Baltimore 29, Md.

Baltimore Business Forms, Inc.

Saving time and reducing costs in business and industry



For More Information Circle No. 290

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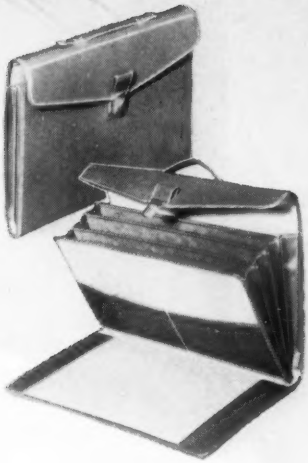
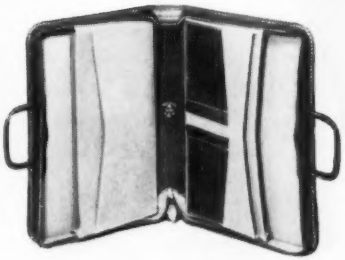
guaranteed
to carry your
best wishes
5 full years





A reflection of your good taste and judgment, they have the look of quality, the aura of prestige. That's why Stebco Business Cases are a prized possession of business and professional men. A lasting gift that will be remembered and appreciated even at Christmas, **1970!**

Your favorite Office Supply Store, Luggage or Department Store will be glad to show you a wide choice of Business Case Gift ideas in Stebco's exclusive TUFIDE and choicest Top Grain Cowhides.
Popular executive colors.

For More Information Circle No. 300

Tufide
LOOKS like leather, FEELS like leather
OUTWEARS leather 5 to 1
UNCONDITIONALLY
Guaranteed 5 years!

For further information and nearest dealer write to:

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PRODUCTS
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Over 42 years of superior quality and service

Leathers
of TOP GRAIN COWHIDES
"If it's made of leather
STEBCO makes it BETTER"

STORE NEGS • ART PLATES • STENCILS

SAFELY • CONVENIENTLY • ECONOMICALLY • COMPACTLY

File-O-Matic is a complete system for storing that automatically organizes the material to be stored. It's tailor-made for the graphic arts materials.

For those who need convenient storage, but have their own control system, File-O-Matic offers the perfect solution with its compact cabinets and strong, easy to handle storage envelopes. Six sizes . . . from 9" x 18" to 20½" x 23½".

CABINETS

All metal construction. Can be used individually or stacked.

STORAGE ENVELOPES

Made of heavy kraft paper. Slip onto clips suspended from a crossbar in the cabinet . . . easy to insert or remove. Printed form on face of envelope has space for detailed information normally found on a job ticket. A duplicate of this form can be furnished printed on 10½" x 16" bond paper, can be used for estimating, billing, or as a quick reference copy.

For complete information and description see your Graphic Arts Supplier or send for Bulletin A 700 O.

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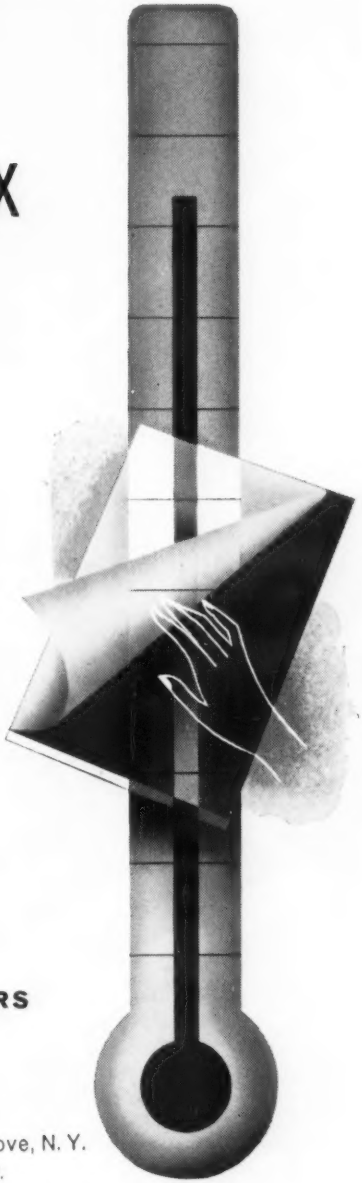
COMPOUNDED ESPECIALLY FOR VACUUM PUMPS

Gives better lubricating—less wear—provides maximum pump protection. Can has easy pour spout. $1.00 pint—**AT YOUR nuArc DEALERS NOW!**

For More Information Circle No. 392

WHERE DO YOUR SPIRIT MASTERS RANK IN THE...

Columbia Cleanliness Index



The Cleanliness Index dramatically demonstrates the wide gap in the cleanliness of spirit masters—ranging from the grime and aggravation of ordinary undercoated purple masters to the immaculate performance of Columbia's supercoated, super clean Marathon Blue Ready-Masters.

Columbia salesmen are anxious to demonstrate these differences at no cost or obligation to you. They'll also be happy to advise the correct master for a job that's particularly troublesome to you. Write for a free demonstration of the Cleanliness Index. Ready-Master Division, Columbia Ribbon & Carbon Mfg. Co., Inc., 10610 Herb Hill Road, Glen Cove, N.Y.

Columbia Research and Development, backed by more than a half century of pioneering leadership, constantly seeks out the ultimate in spirit master cleanliness. The Marathon Blue Ready-Master is the latest in a long line of important developments in the cause of cleanliness.

MARATHON BLUE READY-MASTERS

Columbia®

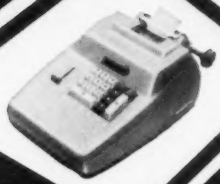
Columbia Ribbon & Carbon Mfg. Co., Inc., Glen Cove, N. Y.

Columbia Ribbon & Carbon Pacific Inc., Duarte, Calif.

For More Information Circle No. 246

Another Achievement from Monroe

Compacted into a dynamic design not much larger than your telephone is Monroe's latest conversation-piece. Astonishing speed distinguishes this 10-key Adding Machine — one of the famous **Monroe Series E** with the "Velvet Touch." Cycling at 250 milliseconds, it will outpace and outproduce any machine of its kind. And its trouble-free durability rarely if ever needs the Monroe-nationwide service organization that backs its guarantee. The Series E genuinely means ease, efficiency, economy — its surprisingly low price will save you up to one-third when you buy.



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for CALCULATING
ADDING • ACCOUNTING
DATA PROCESSING MACHINES

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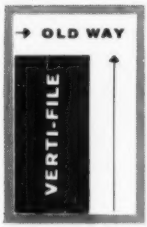
Monroe Calculating Machine Company, Inc. Sales and service in principal cities everywhere. General offices, Orange, N. J.

For More Information Circle No. 366



See how a VERTI-FILE installation can save you up to 58% in floor space? Gives you more room to move around in.

*T.M. REG. U.S. PAT. OFF.

CUT FILING COSTS IN HALF WITH VERTI-FILE

Save up to 50% in equipment costs by converting to the vertical shelf concept perfected by Royal's DeLuxe VERTI-FILE* system. This advanced idea in record-keeping can save up to 58% in floor space and make filing up to 35% faster, easier, more accurate, too. All this in addition to traditional Royal construction quality and exclusive design features. Write today for complete information to DeLuxe Metal Products Division, Royal Metal Manufacturing Company, Dept. 80-J, One Park Ave., New York 16, N. Y.

Royal®
DELUXE DIVISION

For More Information Circle No. 232

This tape that does jobs by the score
Today costs less than ever before!

REG. U.S. PAT. OFF.
SCOTCH BRAND
Cellophane Tape

You can seal six bulky envelopes—prevent their popping open—for less than a penny with "SCOTCH" BRAND Cellophane Tape. For dozens of office jobs, your biggest penny's worth is "SCOTCH" BRAND Cellophane Tape. See your supplier now. Write for free 28-page booklet describing "SCOTCH" BRAND tapes for office use. Address: Nancy, Dept. CAR-100, 3M Company, St. Paul 6, Minn.

"SCOTCH" BRAND Tapes are a girl's best friend!

"SCOTCH" is a registered trademark of 3M Co.

MINNESOTA MINING AND MANUFACTURING COMPANY
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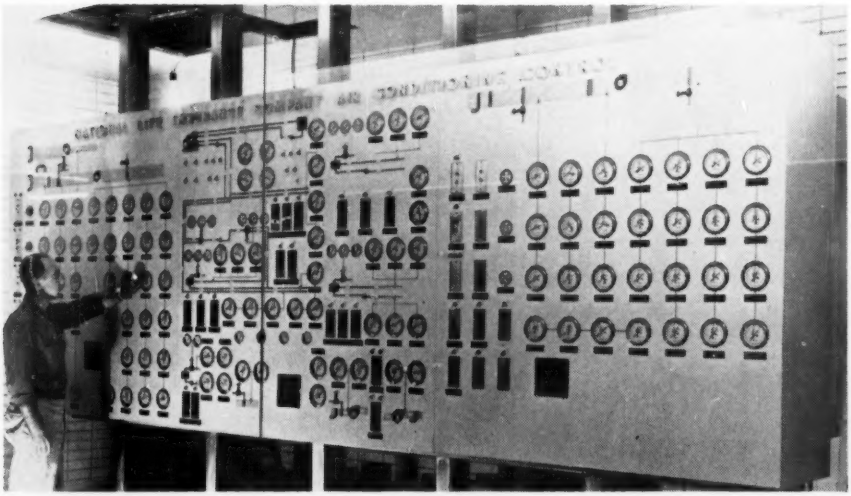
...WHERE RESEARCH IS THE KEY TO TOMORROW

For More Information Circle No. 276

Dr. Wernher von Braun will speak at the dedication this month of the new home office building of National Life Insurance Co. on a 125-acre site above the Winooski River in Montpelier, Vt. Five-story building has nearly 300,000 sq. ft. for 1000-1200 employees. Two-story wing at right houses cafeteria, kitchen (see page 14), and garage.

New Vermont Office Building



Airconditioning control board tells Philip Anthony how the system is working in the 37 zones throughout the National Life building. Installation includes 1100 window units, 80 ceiling diffusers, three refrigerating units (total 1100 tons) and 492 thermostats.

(See next page.)

Deane C. Davis, National Life's president, in his office with secretary Edna M. Cheever. Office is furnished in contemporary style. Windows look out on the Green Mountains.

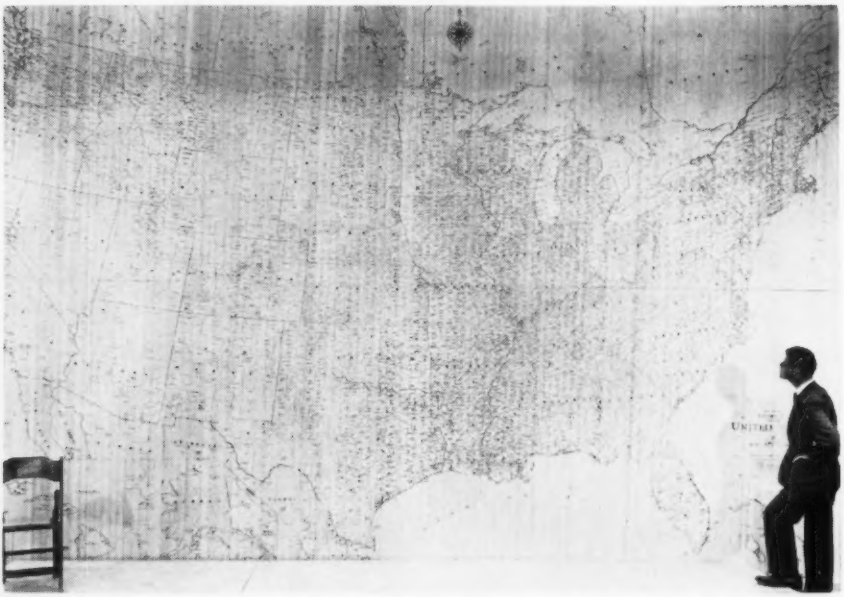
Conveyor system from mailroom delivers mail vertically to each floor where messengers do the horizontal distributing. Sorting here are Ernest Parker and Loreli Codling.

National Life's law library contains 13,000 volumes. (See opposite page.)

Typical of many large clerical areas in the new National Life Insurance Co. building is this secretary's department. Equipped with all new furniture, work areas present attractive surroundings for the staff.

Shelf files house more than 800,000 insurance applications on the third floor. Since they formerly worked in the basement of the old building, personnel here especially enjoy their new quarters.

Joan Caviness, mathematician with Caywood-Schiller Associates, Chicago, uses a small Bendix G-15 digital computer for large-scale operations research studies such as analyzing the screening criteria used in accepting credit applications, and determining the optimal amount of effort to expend in attempting to collect delinquent accounts. Programer James Morse is at right.



This 36 by 20 ft. map of the U. S. was reproduced in 2″ strips by an A. B. Dick Videograph from a 36″ x 20″ map. It took 4½ minutes and cost $4.18 in materials.

Trailer Rental Records on Microfilm

As clearing house for U-Haul and Kar-Go trailer rental systems, Arcoa, Inc., Portland, Ore., handles 2 million trailer rental contracts yearly. The 54,000 trailers (owned by fleet owners, not Arcoa) are rented through 6000 dealers for nearly $16 million a year. Complete records must be kept of rentals earned, trailer maintenance charges and incentive bonus payments to dealers who report on time.

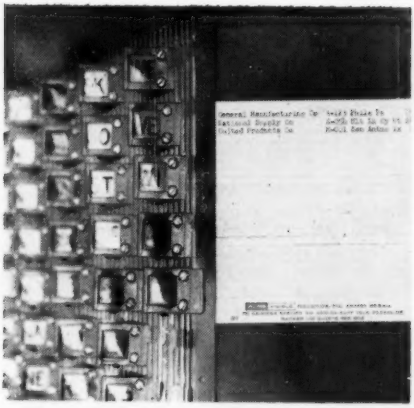
Clair L. Kuppenbender (above), Arcoa accounting supervisor, says that microfilm solved their paperwork problem, saving over 40 manhours a month and reducing file space. Before being opened, dealers' weekly reports are sorted by state and code number. Different types of contracts are sorted and check amounts verified. Each group is assigned a number and then microfilmed on a Recordak Reliant (at right). Checks are filmed with endorsement unit turned on. Dealers' reports, notes, memos and envelope with postmark are all filmed. Then reports go to auditing department for transfer to punched cards.

Here one week's dealer reports hang on a rack in the accounting department. Because the complete records are microfilmed, original records can be destroyed in from 30 to 60 days, thanks to Arcoa's two Recordak Reliants and Endorser units.

Flexible, Low Cost Addressing System

To mail promotional literature for industrial and institutional organizations, Harris Publications, Newark, N. J., uses the system developed by Scriptomatic, Inc., Philadelphia. A tabulating card address master is prepared by placing small sheet of black spirit carbon behind card (above). Then name, address and key codes are typed on face of card while reproducible transfer is made simultaneously on reverse of card. A typist can prepare 125 address masters an hour. Each can be duplicated more than 150 times to address anything from a 3″ x 5″ card to an 11″ x 14″ broadside at up to 6000 an hour on the Model 10 Scriptomatic addressing machine (at right). Twelve code numbers at end of tab card master can be hand punched to identify addressee. Scriptomatic addressing machine senses these codes and selectively addresses to specific prospects. The Scriptomatic method is faster, more flexible and more economical according to Theodore A. Harris, president of Harris Publications.

For small mailings, manual addressing may be more efficient than using a machine. At left a hand addresser is used with the same tab card address masters to imprint mailing pieces.



RR Freight Records

Burlington Railroad (Chicago, Burlington & Quincy) have a freight record system that is well ahead of competing roads, according to George Cousins, traffic data supervisor, whose department handles an average of 120,000 waybills monthly and makes reports to 70 widely scattered freight agents. Tabulating equipment and Acme Visible Records Flexoline files are used.. Each strip in a file panel (at left) carries the cross-index to tab card numbers of customers: their freight stations, customer's code and freight zone.

Because of the speed and ease of visual reference, employees can breeze through a sheaf of 400 waybills, marking and editing each in an average time of 6.8 seconds per waybill.

Names and complete data on 23,000 regular customers are filed on eight desk stands, each equipped with 100 duplex frames. There are 3000 spaces open for expansion.

Open-door entrance at the Broad and McKean Sts., office of the Philadelphia Saving Fund Society. It involves a stream of temperature-controlled air from ceiling to floor, eliminating pushing, pulling or revolving doors of any kind, summer or winter. Seen at the opening ceremony (from the left) are: H. C. Watt, senior vice president; R. Stewart Rauch Jr., president; J. R. Bunting, office manager.

Jack Lemmon, star of United Artists' "The Apartment," relies upon a Keith Clark Calendar to schedule the use of his living quarters. The calendar plays a "supporting" role in the film as Lemmon uses it frequently to plan the loan of his apartment to his superior so he can make rapid advances in his climb to an executive position.

In Ten Seconds...

ANYTHING *is distinctively*

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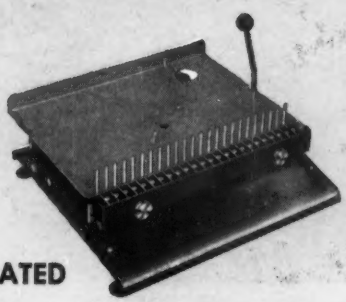
...right in your own office or plant...

for PENNIES!



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PUNCHING UNIT Exclusive precision shearing action produces accurate, clean, punches.

BINDING UNIT Just insert cover and pages — pull lever, look again! It's PLASTICO-bound — looks like "a million," costs pennies!

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Anyone is an expert immediately!

So simple, anyone can bind every "set" of printed, typed or mimeo material. Moments after gathering the sheets, your PLASTICO-BOUND book provides flat-view double spreads — easy-turning pages — colorful, long-life usefulness. Learn now, how your office can have this prestige at low, low cost!

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Copycat's patented spray process gives you more copies . . . better copies of anything . . . and for as little as four cents each!

. . . it's the world's fastest photocopy machine—bar none! From start to finish, including all paper handling, Copycat's deluxe new wall model gives you finished ready-to-use copies in 12 seconds.

What's more, because of its patented spray process, Copycat's deluxe wall model will give you up to 10 crisp, clear copies of anything from *one negative!*

No other photocopy machine can offer as many copies—a feature that alone will cut your copy cost to an average of four cents each—*and* repay the initial investment in no time.

The key to Copycat's speedy production of quality copies is its patented spray process. No open trays of developer are used—Copycat utilizes a tank, from which developer is pumped and sprayed and returned to the tank.

This gives faster, more uniform distribution of developer and prevents spilling.

Moreover, unlike other photocopiers, Copycat can be mounted on the wall, to save valuable desk space (or placed on the desk, if you wish).

If you are less than enchanted with present-day copying methods, annoyed at rising costs, messy developers and fuzzy copies—look into Copycat. Write or 'phone for a free demonstration in your own office. Absolutely no obligation.

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you can't damage originals

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For More Information Circle No. 301

Safety Insurance for Your Costly Office Machines with TIFFANY® STANDS

MODEL 5002

GREATEST ALL PURPOSE, completely safe, Stand for costly office machines. Adjustable open top . . . noise-escape hatch. Castings cover retractable casters; anchor firmly on floor.

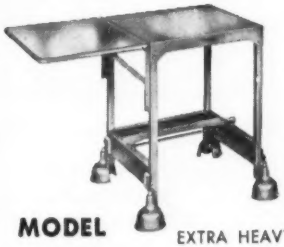
MODEL 8002

VIBRATION-FREE RIGIDITY. Square, tubular legs. Adjustable, one piece, open top . . . noise-escape hatch.

MODEL 2500-CA
(with casters)

MODEL 2500-GL
(with glides)

PHOTO COPYING...DUPLICATING MACHINE TABLE. Precisioned construction; heavy steel for insured rigidity. Top size: 30" wide, 18½" deep. Compartments and tray for supplies.



MODEL 8800

EXTRA HEAVY STAND for many types heavier, electrically operated, office machines. Square, tubular legs. Solid steel top, undercoated for sound-vibration abatement.

For further information, write Dept. O

TIFFANY® STAND CO.

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For More Information Circle No. 302

Rose

Makers of the world famous patented "STA-CLEAN" metallic protective-coated master units U. S. Pat. 2,671,734

What makes a company a leader in its field? We submit that these are the criteria:

- *Quality.* Does the company rigidly control and monitor production so that every order shipped is of the very highest standard?
- *Service.* Does the company take pride in acknowledging orders promptly and in meeting promised delivery dates?
- *Research.* Most important, perhaps, does the company conduct an extensive research program to insure that it will maintain and increase its lead through improved products and still better service?

The company that can answer "yes" to these questions is the leader in any field.

In the field of spirit carbon papers and master units, the leader is Rose.

•

Specializing in Master Units
Spirit & Hectograph Carbon Papers

•

Suppliers to Duplicating
Specialists Everywhere

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ROSE RIBBON & CARBON MFG. CO., INC.
HARRISON, NEW JERSEY, U. S. A.

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For More Information Circle No. 275

your complete line of money-makers:

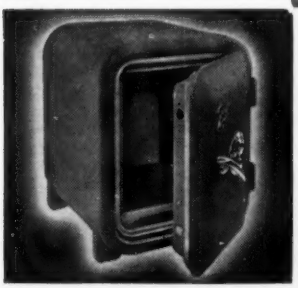
itemizing cash registers adding machines • safes

Here is the opportunity of your lifetime! The complete line of low-priced REGNA cash registers and adding machines means: PROFITS, PROFITS and more PROFITS!

Fascinating, jet-aged models meet every demand of today's and tomorrow's business-builders. Choice of electric, hand, 10-key or full-keyboard.

Send today for information and literature.

Move fast — it's profitable!



JOELI fireproof safes, of revolutionary new design, sweep the world with fantastic sales success. Several sizes and models available.

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OUTSIDE CONTINENTAL U.S.:
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It's low-priced! It's profitable!
Mail the coupon. Mail it today.
Mail it NOW!

REGNA CASH REGISTERS INC.
175 Fifth Avenue, New York 10, N. Y.

Gentlemen:
Please rush more information on the complete line of REGNA cash registers, REGNA adding machines, Joeli fireproof safes, and outline advantages of becoming an independent Regna-Joeli Dealer.

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CITY .....

ZONE ..... STATE .....

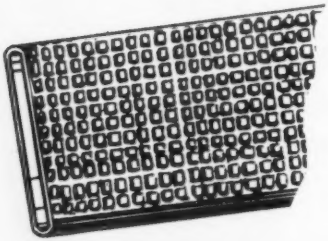
For More Information Circle No. 274

WHY PAY HIGH WAGES

to attach label holders when you stick 'em on yourself.

HOL-DEX gives you a permanent self-adhesive label holder that is guaranteed for the life of the fixture.

Just pressure of the finger and its on.



Special latex cloth adhesive with patented miniature vacuum cups assures permanency over the years.

Seamless tube of heavy transparent plastic keeps labels constantly visible and dirt free.

BOOST morale - enjoy good housekeeping in your stockroom and office by labeling with HOL-DEX.

Standard 6-inch lengths in 3/8" - 1/2" - 3/4" - 1" & 2" widths. Lengths up to 36 inches available. Stock colors: Clear, Green, Blue, Red, Lemon

Sample and literature available upon request. YOU'LL FIND MANY MONEY-SAVING WAYS TO USE HOL-DEX.

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For More Information Circle No. 313

THE NEW ALL METAL MULTIPLE-TALLY
by DENOMINATOR

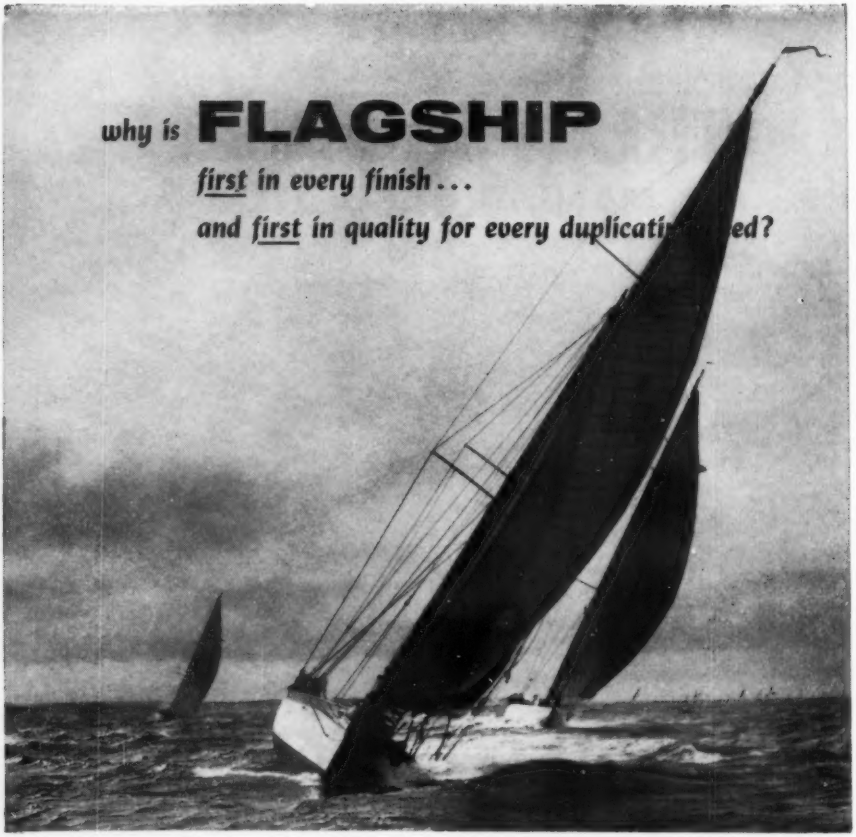
It sorts and counts *anything* . . . by product, size, color, style, model #, route #, part #, etc. It's the only tabulator on the market today with improved modern design and construction . . . all metal . . . strong . . . built to take a beating! Much easier to operate!

If you use this mark ++++ in your operation, let us show you how you can save up to 50% in time and get greater accuracy with a low-cost MULTIPLE-TALLY.

Ask for free demonstration. Call BArclay 7-3854 or write Dept. O-63.

The DENOMINATOR COMPANY, Inc.
261 BROADWAY, NEW YORK 7, N. Y.
Manufacturers of Tabulating Machines for over 45 years

For More Information Circle No. 291



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But FLAGSHIP is only a part of a broad line of fine Allied products—for every duplicating need from orange diazo carbons, a complete line of spirit products, to fluid-eradicable ribbons.

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Write today for more information on how to make your carbon and ribbon sales an important profit producing source for you.

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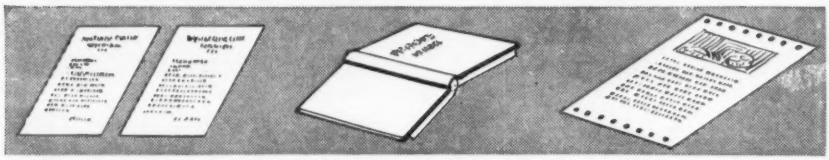

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For More Information Circle No. 320

How to Make a Methods Delay Study of Clerical Operations

R. A. BORO
Plant Industrial Engineer,
Hanovia Lamp Division
and
W. C. COOLING
Chief Industrial Engineer,
Engelhard Industries, Inc.,
Newark, N. J.

ENGELHARD INDUSTRIES, INC. consists of some 22 companies with industrial engineering departments under central administrative control. These departments work primarily with factory operations and provide the systems and data for manloading, scheduling, methods studies and layout studies, and in general improve factory operating efficiency.

With the diversification of companies, it is not practical to have a separate group of industrial engineers in each location for office functions. Factory industrial engineers are flexible and can apply industrial engineering techniques to the study of office operations. In Engelhard plants, office industrial engineering started with factory systems that were integrated with administrative operations; production control and order-invoice systems; material control and precious metal records, etc. The first problems encountered with office personnel were:

1. Lack of standards for manloading.
2. Little knowledge of possibilities for improving clerical operations through improved systems.
3. The effect of systems improvements on manloading.

By the use of case examples from several companies, we will illustrate how these three blind areas were eliminated in clerical operations. Since the majority of labor hours are in the plants, this is an attempt to streamline the method of studying clerical work, in order to reduce the industrial engineering time spent away from factory operations.

It has been found that work studies are needed where one or more of the following conditions exist:

1. Bottlenecks in flow of work.
2. Requests for extra clerical personnel.
3. Requests for office equipment expenditures.
4. Request for special office supplies.
5. Where complicated procedures exist.
6. Where forms are used in great quantities.
7. Where new personnel are trained or where personnel are trained in new methods.
8. Where forms are up for reorder after a long usage period.

The following steps have been adopted for all clerical work studies:

D. E. MAKEPEACE DIVISION

CLERK-TYPIST - SHIPPING

Duties	% of Time	Possible Change
1. Write up packing and delivery slips to Providence on our truck.	~~5~~	Shipper handwrite
2. Make list of previous days shipments.	~~20~~	Transfer to billing dept.
3. Packing slips on partial shipments and memos for outside processing.	~~35~~	From order dept.
4. Types labels.	~~5~~	From order dept.
5. Waybills and bills of lading.	~~5~~	Shipper handwrite
6. Makes up parcel post book.	~~5~~	Shipper handwrite
7. Phones accounts receivable for customers credit and what is owed.	~~10~~	Route shipping papers through credit dept.
8. Physical check with B---- or M---- to release orders where credit is doubtful.	~~10~~	
9. Miscellaneous	5	
	100	

Fig. 1. Job duty outline. Typewritten portion was completed by worker. Handwriting was added to evaluate effects, on this specific job, of a new order billing system.

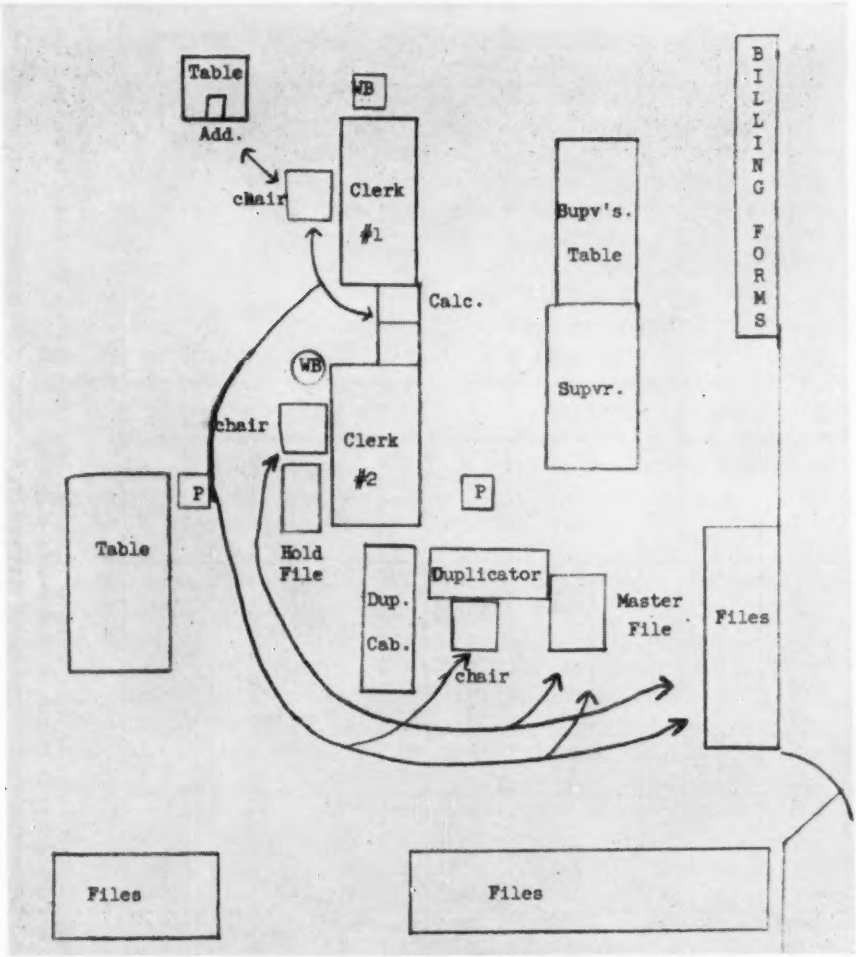


Fig. 2. A diagram best illustrates a poor layout and serves as a guide to improvements.

1. *Obtain a job duty outline from each individual involved,* with an approximation of the time spent on each part of the job. With any change of method or system, this will give a rough approximation of the effect of the change in time and paperwork handling with relation to the personnel involved. For example, Fig. 1 illustrates a job duty outline which was completed by a clerk-typist in the shipping department who was instructed to make an evaluation of job duties. It was known that a change in the order billing system would affect this clerk-typist. A list of duties with the percent

Time	Work	CLERK #1 Unavoidable Delay	Avoid. Delay	Work	CLERK #2 Unavoidable Delay	Avoid. Delay	Work	Unavoidable Delay	Avoid. Delay	Time
10:00	✓					✓				10:00
:02	✓			✓						:02
:04	✓			✓						:04
:06	✓			✓						:06
:08	✓			✓						:08
:10	✓			✓						:10
:12	✓			✓						:12
:14	✓			✓						:14
:16			✓	✓						:16
:18			✓	✓						:18
:20			✓	✓						:20
:22			✓		✓ Answer phone - work					:22
:24			✓	✓						:24
:26			✓	✓						:26
:28		✓ Speak to clerk WORK			✓ SPEAK TO CLERK - WORK					:28
:30			✓	✓						:30
REMARKS:	(8)	(1)	(7)	(13)	(2)	(1)				

Fig. 3. Methods delay study sheet. A series of these sheets over the full work day provide the means to estimate the percentages of work, unavoidable delays (with causes), and avoidable delays.

of time required, facilitates evaluation of the effect of methods or systems changes. It was known in advance what the proposed system would change; for example, writing up packing slips, a by-product of an order billing system. Typing labels also would be eliminated. But it is necessary to know the effect of any change before installation. The job will be studied after the new system is installed, but this preliminary study must be made as part of the evaluation of the cost of any new system. If it were necessary to recommend a system that required additional equipment or that required forms at a greater cost, the potential savings must be estimated beforehand. The job duty outlines makes this possible without a detailed study.

2. *Make a layout of the present office area and equipment* to check the relationship among jobs, people and equipment while the study is being made. At this point, it is also desirable to chart the flow of people in the area to determine distances moved during the course of a normal day (Fig. 2).

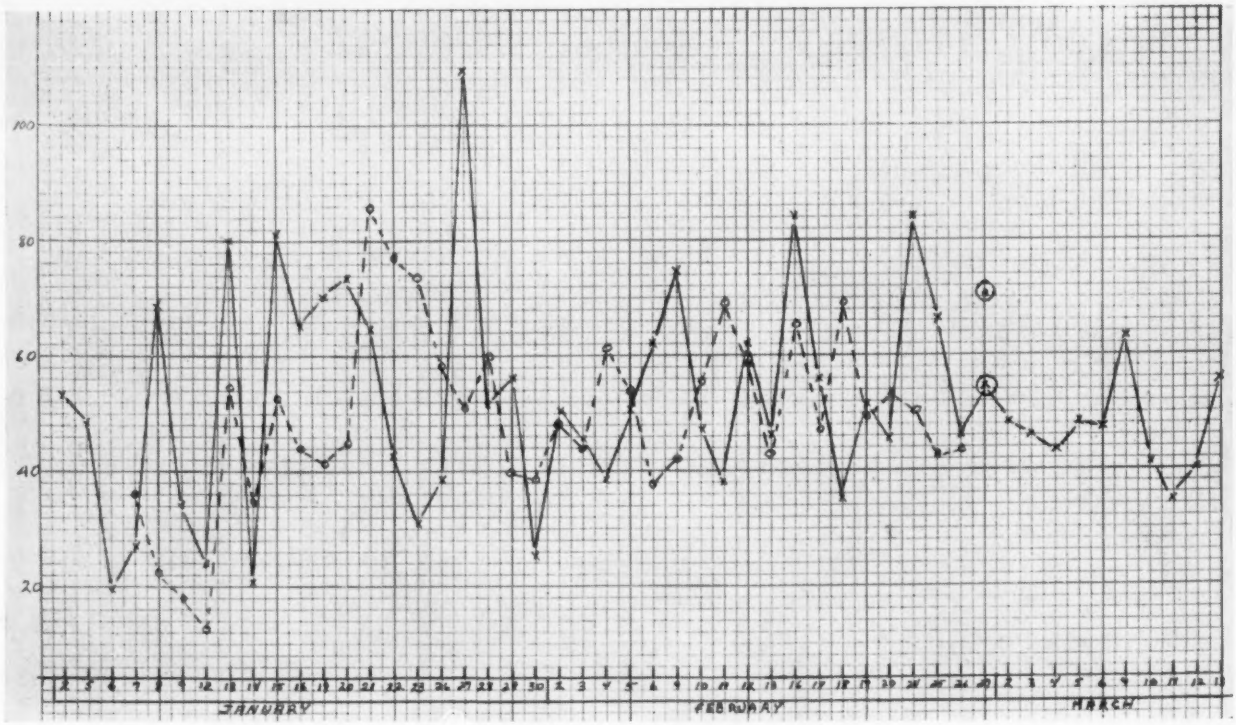
3. *Make the methods-delay study.* The study sheet (Fig. 3) is designed to record: (1) work time; (2) unavoidable delay time and the reason for the delay; (3) avoidable delay time or idletime.

This sheet is prepared in advance for the people to be studied. In this instance two clerks were studied, but the study sheet has been used for three, four and five people. (A later study in a shipping department covered five people in a similar manner as outlined here.) Time increments in two minute intervals are entered on the sheet in advance. The industrial engineer, every two minutes, checks off the activity of each individual at that particular time. For example, in Fig. 3, at 10:02 both people were working, at 10:00 clerk 1 was working and clerk 2 had an avoidable delay. Although this is not a true work sampling study, it is of suffiicient duration for the results to be used for manloading when related to volume of work (see Fig. 4), particularly when standards will not be developed and the pay of individuals will not be based on standards determined by the study.

4. *A process chart is completed for each individual* (Fig. 5) at the same time the manning study is made. All moves and work are recorded, with question marks and notations for anything questionable. The question marks indicate those items which obviously need investigation. When a portable dictating machine is used for the study, code entries are made to tie in with dictated "Remarks."

5. *Summarize the work delay study.* To summarize the manning study, checks in each category are added for each individual and calculated as percentages of total checks. These percentages can be translated into hours worked and hours of delay. Using this procedure, the end result will be x hours worked, y hours avoidable delay and z hours unavoidable delay, together with the cause for the unavoidable delays (see Fig. 7). These causes are analyzed in an attempt to eliminate unavoidable delays.

There also must be some means to determine whether the study is based on an average work day. Fig. 4 is a graph prepared for an order-billing



KEY: —x—x— NEW ORDERS. --o--o-- INVOICES. O DAY STUDIED.

Fig. 4. Analysis of work volume, to be correlated with period studied to obtain relationship of period studied with prior workloads.

PROCESS CHART

SUBJECT CHARTED: CLERK #2 — DATE: 3/5/59
CHART BY: BORO
OPERATION: ORDER BILLING — CHART No.: 2
DEPARTMENT: ORDER-BILLING — SHEET No. 1 OF 9

DIST. IN FEET	TIME IN MINS.	CHART SYMBOLS	PROCESS DESCRIPTION
		O	SET UP DESK
		o	TO SHIPPING ?-5
		O	PICK UP SHIPPING MEMOS
		o	TO DESK
		O	SORT NAT'L. ELEC. MEMOS FROM HANOVIA ?-6
		O	MATCH CUST. ORDER WITH SHIPPING MEMO
		o	TO MASTER CABINET
		O	PULL MASTER AND MATCH WITH MEMO
		O	SEPARATE NAT'L. AND HANOVIA MASTERS
		O	PLACE NAT'L. IN ALPHABETICAL ORDER ?-7
		O	STAMP INVOICE No.- NAT'L.
		O	STAMP INVOICE No.- HANOVIA
		O	PLACE REGISTER COPIES IN NUMERICAL
			ORDER
		O	FILE REGISTER COPIES IN FOLDERS NUMERICALLY ?-8
		o	TO FRONT WALL CABINET
		O	FILE FOLDERS
		o	TO DESK
		O	PLACE ORDER MASTERS IN NUMERICAL
			SEQUENCE ?-9
		o	TO FILE
		O	FILE NEW ORDER MASTERS

Fig. 5. Process chart completed during methods delay study. Question marks indicate areas where improvements can be made. Number after question mark is key to comments recorded on portable dictating machine.

study, covering two prior months, and shows the relationship of the periods studied with prior workloads. New orders and invoices processed are plotted for this two-month period. After plotting the number of invoices and new orders processed during the period, it was determined that the workload for the period studied fell within the normal workload of the order-billing function.

6. *Analyze the methods and duties recorded during the study.* The reason for certain duties are questioned. "When should these duties be performed?" and "who is best qualified to complete them?" are typical questions to be raised. Although the process chart is analyzed in detail at the completion of the study, with a two-minute period between observations there is sufficient time to give each

OBSERVATIONS SUMMARIZED

Employee	Work Observations	Unavoidable Delay Observations	Avoidable Delay Observations	% Work	% Unavoidable Delay	% Avoidable Delay
Clerk #1	157	16	67	65.5	6.7	27.8
Clerk #2	161	13	66	67.1	5.4	27.5
Totals	318	29	133			

CONVERTED TO HOURS

Employee	Total Available Hrs.	% Hours Worked	Hours Worked	% Hours Unavoidable Delay	Hours Unavoidable Delay	% Hours Avoidable Delay	% Avoidable Delay
Clerk #1	8.0	65.5	5.3	6.7	.5	27.8	2.2
Clerk #2	8.0	67.1	5.4	5.4	.4	27.5	2.2
Totals	16.0		10.7		.9		4.4

Based upon the Work Delay Summary, 4.4 hours per day are classified as avoidable delay time. Further hours, 4.0 hours per day, will become available when the CHANGES and WORK ELIMINATED, as previously outlined, are installed.

Fig. 7. Work delay summary projecting manpower requirements from study period and considering effect of recommended methods changes.

item considerable thought. Each work item is analyzed to see if it can be eliminated, combined or simplified. This sounds very basic, but each engineer must make this detailed analysis of every element on every job. Fig. 5 shows that several of the items were questioned. Why should a clerk go to the shipping department when it delivers waybills and other materials to the order department? Why couldn't they deliver shipping memos at the same time? National Electric memos are placed in the same letter tray as Hanovia memos. This required sorting them. Why couldn't letter trays be located in the shipping department, one titled Hanovia and another titled National Electric? When a shipment is made the memo can be placed in its proper tray, eliminating the sort. These are just a few of the many possibilities that occur from analyzing process charts.

7. *Investigation.* Answers must be obtained to the many questions resulting from analysis of the process charts. At Engelhard, supervisors and

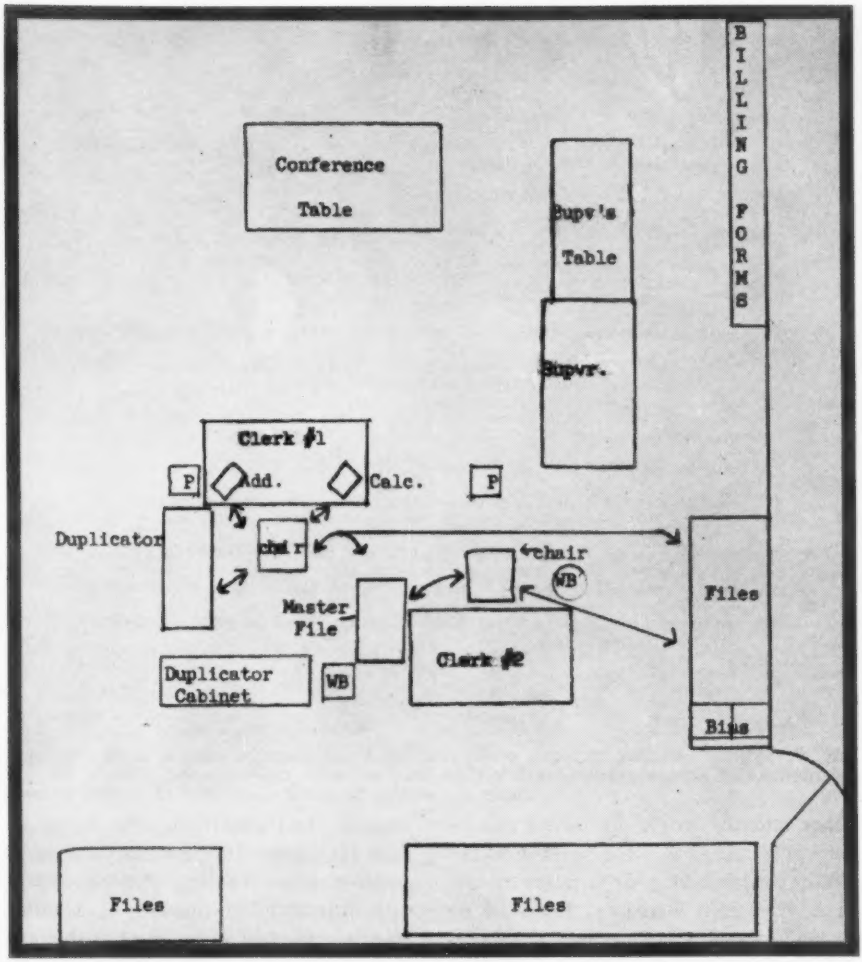


Fig. 8 Improved layout of work area shown in Fig. 2. Rearrangement reduced walking time 60%.

clerical personnel supply these answers. From the investigation, reasons are found why duties are performed, why the individuals perform them, and when they should be completed. In this way, ideas are presented for improving the sequence of duties, eliminating and combining work, and a distinct idea of the working relationship of one employee to the other is obtained.

8. *Organize the recommendations.* The first thing is to improve the layout of the area. After determining the relationship of the employees to each

Sheet 1 of 3

CHANGES

1. Shipping Memos delivered to Order Billing Dept. by Shipping Dept. once a day.

2. New orders accumulated and run once a day with exception of any special orders where copies are required immediately.

3. New orders separated once a day.

4. Order Register copies filed once a day.

5. Billings extended and run once a day.

6. Billings separated once a day.

7. Completed Masters, new Masters, Shipping Memos, Waybills, etc., filed once a day.

8. Credit and Sales Departments copies placed in bins in Order Billing section, to be picked up by clerks as they pass through Billing Dept.

9. Report to Controller (X Company and Y Company and total monthly billings) made same day as billings.

IN ORDER DEPT:

10. Two boxes placed on table top - one labeled Hanovia, one labeled National Electric - when new orders are delivered placed in corresponding box.

11. Two boxes placed in Shipping Room - one labeled Hanovia, one labeled National Electric - when Shipping Memos are placed ready to be delivered to Billing section, they will be placed in corresponding box and delivered as separate piles.

12. Have supply of all forms (Credits, Order Masters, etc.) and envelopes in desk and Ditto cabinet - fill once a day or once a week.

13. Tabulate new lamps once a day.

Fig. 9. Typical methods changes, while not much individually, save a sizable amount of time when all are accumulated.

other and the work, the layout can be improved. Fig. 8 is the revised layout of the order billing department at the Hanovia Lamp Division. The walking distance was reduced 60% by rearranging equipment, desks, tables, duplicating machine and cabinets, with respect to the personnel and their work motions. The clerk who filed was put next to the files. The duplicating machine and cabinet were made convenient to the duplicating operator to reduce walking to a minimum.

The next item is eliminating nonessential work, combining work where possible, and describing the duties of each employee. In the factory, whether employees are working at a bench job with little or no equipment, or whether an expensive piece of capital equipment is used, it is necessary to study, improve and prescribe methods for the operation. Often in the office, an employee is supplied with an $800 calculator, a $350 typewriter, a battery of $60 files, and then allowed to use her work day, as far as proper methods and procedures are concerned, as she chooses. Just as it is necessary to instruct personnel in the methods used in factory

Sheet 1 of 2

SEQUENCE OF DUTIES

FULL TIME ORDER BILLING CLERK

DAILY

Set up desk area (open Master File, supplies to area, etc.).
Add previous day's credits - record in sales total.
Preset previous day's Order Register copies numerically.
Preset previous day's completed Masters and Shipping Memos.
Preset previous day's new Order Masters.
File previous day's new Order Masters in Master File.

TO FRONT WALL FILE

File previous day's Order Register copies.
File previous day's completed Masters.
File previous day's Shipping Memos.
File Waybills.
Fill miscellaneous material (export, etc.).

TO DUPLICATING MACHINE

Run off new orders.
Separate new orders.

TO BINS ON FRONT WALL FILE

Place copies of new orders in specific bins.

TO DESK

Pull Shipping Memos from In-Box and match with Order Masters.
Pull customer original orders on completed orders.
Stamp Invoice number on Shipping Memos.

Fig. 10. People will use their own methods unless advised otherwise. The employee must be trained to follow a procedure, such as the above.

operations to control costs, it is also necessary to prescribe the sequence of duties to be used in office operations for the same control of costs. A sequence of duties (Fig. 10) is necessary to outline, step-by-step, the procedure for completing each clerical job. Some duties must be performed every day and some are performed only when necessary. A sequence of duties must be developed so that it is both possible and practical to perform the necessary work with minimum effort.

9. *Submit the recommendations to management to gain their approval and consent to make the changes.* Our example report contains:

a. Present layout, Fig. 2.

b. Proposed layout, Fig. 8.

c. Disadvantages of the present layout.

d. Advantages of proposed layout compared to present layout.

e. Recommended methods changes, Fig. 9.

f. Sequence of duties for each employee, Fig. 10.

(Continued on page 290)

Integrating the

WAYNE F. HYDE

YEARS AGO you would say to a new employee, "This is what you do to earn your $35 a week." Then you showed her what to do and left her alone—sometimes with unfortunate results.

Today's high costs of hiring and training personnel, and the knowledge we have of what makes them do their jobs well, have led us to develop induction programs that pay off in happy employees and better office procedures.

Almost every new employee has a case of first-day jitters. This first day at work is perhaps the most critical time of all. For some employees, the first day is the last, simply because a supervisor didn't take it upon himself to help. So that first day should be as important to the employer as it is to the employee.

Some companies believe that employees should look upon their supervisor—and not the personnel department—as the source of all information and authority. The O-Cel-o Dept. of General Mills in Buffalo, N. Y., adheres to this belief, and has come up with some ideas that have proved valuable in breaking in the new employee. The emphasis is on personal contact with the newcomer in the more or less critical periods during the first few weeks on the job. These points are stressed:

1. Build the employee's confidence in, and good will toward, her supervisor.
2. Familiarize her with her work.
3. Give her the idea that she belongs.
4. Give the supervisor a sound basis for judging the newcomers and her work during the probationary period.

The supervisor should make it a point to devote some time to the new employee personally at least three times during her first day.

1. When she reports for work she should be met by the supervisor, told where she can put her belongings, where she will work, and what her lunch hour is. After these have been explained, introduce her immediately to her co-workers.
2. Just before lunch see to it that arrangements have been made for the new employee to eat with one or more of her co-workers.
3. Before she leaves for the day, the supervisor should allow her enough time to ask questions about her work or about anything she has been told. She should be made aware that the supervisor is genuinely interested in help-

New Employee

ing her—-and that she is wanted back the next day.

If these little personal contacts are made on the first day at the times specified, the newcomer will be more at ease by the time she finishes the day, and she will be looking forward to returning the next day. On the second day, a few things might be reviewed with the employee. O-Cell-o again offers a few suggestions.

The supervisor might talk with the new girl about working hours, pay scales, sick leave, etc. The employee should again be given a chance to ask questions about any phase of her job. Again, a brief talk just before quitting time on the second day can make the new employee feel that the supervisor is looking forward to seeing her the following morning.

At the end of the first week, the supervisor should review any information the newcomer needs and answer any questions that may have come up. On the last day of her second week on the job, the supervisor might take an objective look at the employee's work performance. Some companies require a formal appraisal at the end of the first two weeks. Even if yours doesn't, it's wise to sum up.

Things to be considered are her attendance, the quality of her work, her attitude and cooperation, and her overall production for those first two weeks. Some weaknesses may be found. The supervisor should make a note of them —and note any outstanding qualities as well. Then he should discuss his findings with the employee. By tactfully pointing out weaknesses, he will help her toward better job performance before any unsatisfactory work or attitudes get a chance to take root. Along with pointing out these weaknesses, the supervisor must not forget to give praise when it is due. This gives the employee added incentive for improvement.

These personal contacts should in no way prevent the supervisor from talking to the newcomer whenever else it is necessary. The personal contacts are merely additional efforts to help—and highly important ones. It should not be assumed that everything is going well simply because the new employee does not ask questions or has no complaints. It is up to the supervisor to determine that during those first two weeks. By making it a point to talk with her at the aforementioned times, the supervisor assures the employee of his personal interest in her progress.

Keith DeLashmutt
SPA President

International Systems Meeting in New York October 10-12

Charles B. Shafer
General Chairman

SUCCESSFUL SYSTEMS in action and personal participation in working out answers to systems problems will be used to present systems techniques and their application scheduled for those attending the 1960 International Systems Meeting in New York, Oct. 10-12. Sixty-four different subjects will be covered in seminar discussions during the three-day gathering of systems people from all over the U. S., Canada and many foreign countries.

Systems Exhibitors

Addressograph-Multigraph Corp.
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Recordak Corp.
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Sperry Rand Corp., Remington Rand Div.
Western Union Telegraph Co.
Wheeldex & Simpla Products, Inc.
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This 13th annual conclave, sponsored by the Systems & Procedures Assn., will be hosted by the group's ten chapters in the New York metropolitan area. Members of these chapters who head the committees in charge of various activities began planning the program two years ago, under the general chairmanship of Charles B. Shafer, New York Life Insurance Co.

The subjects to be presented were chosen as the result of a study by host chapter members as today's most timely and important systems topics. They will be covered in half-day and full-day seminars, each conducted by an authority in the particular subject under discussion.

The program covers all areas of business activity, both in a general way and for a specific situation. It has been arranged in seven major categories: technical seminars for management executives and trained systems men; management seminars for those interested in the administration of systems and procedures departments; electronics seminars for those concerned with electronic data processing in systems work; industry seminars devoted to specific fields; educators' conference; systems Panorama for training newcomers in

fundamentals of systems work and as a review course for the experienced; and special subjects presenting basic systems techniques and applications by novel methods. To limit the size of discussion groups and provide for all who wish to attend, many of the seminars will be repeated several times.

Headquarters of the ISM will be the Hotels Commodore and Biltmore. Each day's schedule opens with a general session in the main ballroom of the Commodore during which those attending will hear a major talk by a top executive.

Registration is open to all who are interested in systems and procedures work. The fees, for one day or the entire three-day meeting, include luncheon for each day as well as admission to the exhibition hall. The annual banquet, will be held Wednesday evening, Oct. 12. The program of seminars apears below. Further information is available from 1960 ISM, Hotel Commodore, 42nd St. at Lexington Ave., New York 17.

SYSTEMS MEETING PROGRAM

October 10, Full Day

New Developments in Large Scale E.D.P. Systems
Drugs and Chemicals Industry
Government Contract Manufacturing Industry
Management Consulting Firms
Science of Forms Design
Modern Office Layout
Communications Cost Control
Complex Systems Problems Case Studies

October 10, 2 to 4:30 p.m.

Work Measurement
Records Retention Program
Control of Capital Expenditures
Dividends Systems
Branch Office Systems
Successful Executive Action
Effective Writing
New Developments in Communications Methods
Operational Management of the Systems Department
Role of the Systems Manager in Executive Functions of the Organization
Medium Size E.D.P. Systems in the Manufacturing Field
New Developments in Medium Size E.D.P. Systems
Input and Output Problems in E.D.P. Systems
Large Scale E.D.P. Systems in the Banking Field
Large Scale E.D.P. Systems in the Heavy Manufacturing Industries
Feasibility Studies for Large Scale E.D.P. Systems
Installation, Organization and Operation of Large Scale E.D.P. Centers
Systems Function — Organization Planning and Analysis

October 10, 10 a.m. to 12:30 p.m.

The Concept of Organization
Communications Within Management
Budgetary Planning
Sales — Accounts Receivable Systems
Application of Operations Research
What Should Management Gain from Systems
Systems Department and its Organizational Relationship to Other Departments
Operational Management of the Systems Department
Medium Size E.D.P. Systems in the Banking Field
Medium Size E.D.P. Systems in the Manufacturing Field
New Developments in Medium Size E.D.P. Systems
Input and Output Problems in E.D.P. Systems
E.D.P. Systems in the Insurance Field
Systems Panorama Film Presentation

October 11, 10 a.m. to 12:30 p.m.

Inventory Control Systems
Studies in Quality Control
Conference Effectiveness
Budgetary Planning
Sales — Accounts Receivable Systems
Reproduction Methods and Control
Application of Operations Research
Selling Your System
What Should Management Gain from Systems

Systems Department and its Organizational Relationship to Other Departments
Operational Management of the Systems Department
Medium Size E.D.P. Systems in the Manufacturing Field
New Developments in Medium Size E.D.P. Systems
Input and Output Problems in E.D.P. Systems
Feasibility Studies for Large Scale E.D.P. Systems
Installation, Organization and Operation of Large Scale E.D.P. Centers
Work Simplification — Forms Control

October 11, Full Day

New Developments in Large E.D.P. Systems
Petroleum Industry
Durable Goods Manufacturing Industry
Banking Industry
Stock Brokerage Industry
Retail Sales Industry
Systems Seeing Tour
Effective Procedure Manuals
Field Trip to Computer Plant
Systems Aptitude Testing
Evaluation and Audit of the Systems and Electronics Function

October 11, 2 to 4:30 p.m.

Work Measurement
Control of Capital Expenditures
Branch Office Systems
Reports Management
Successful Executive Action
Effective Writing
Forms Control and Design
Operational Management of the Systems Department
Role of the System Manager in Executive Functions of the Organization
Medium Size E.D.P. Systems in the Banking Field
Introduction to IDP — Feasibility Studies of Punched Card Equipment

October 12, Full Day

New Developments in Large Scale E.D.P. Systems
Electronics Feasibility Studies
Effective Procedure Manuals
Field Trip to Computer Plant
Systems Aptitude Testing

October 12, 10 a.m. to 12:30 p.m.

Inventory Control Systems
Purchasing — Accounts Payable Systems
Conference Effectiveness
Budgetary Planning
Sales — Accounts Receivable Systems
Multiple Management
Reproduction Methods and Control
Application of Operations Research
Selling Your System
What Should Management Gain from Systems
Systems Department and its Organizational Relationship to Other Departments
Operational Management of the Systems Department
Medium Size E.D.P. Systems in the Manufacturing Field
New Developments in Medium Size E.D.P. Systems
Input and Output Problems in E.D.P. Systems
Large Scale E.D.P. Systems in the Banking Field
Large Scale E.D.P. Systems in the Heavy Manufacturing Industries
Feasibility Studies for Large Scale E.D.P. Systems
Making a Systems Survey — Tools of Systems Work
Fundamental Concepts of Systems and Procedures Work

October 12, 2 to 4:30 p.m.

Branch Office Systems
Reports Management
Successful Executive Action
Payroll Reporting Systems
Effective Writing
Forms Control and Design
Survey of Auxiliary Communications Equipment
Operational Management of the Systems Department
Role of the Systems Manager in Executive Functions of the Organization
Medium Size E.D.P. Systems in the Banking Field
Medium Size E.D.P. Systems in the Manufacturing Field
New Developments in Medium Size E.D.P. Systems
Input and Output Problems in E.D.P. Systems
Installation, Organization and Operation of Large Scale E.D.P. Centers
Systems Panorama Equipment Demonstration
Field of Systems and Procedures

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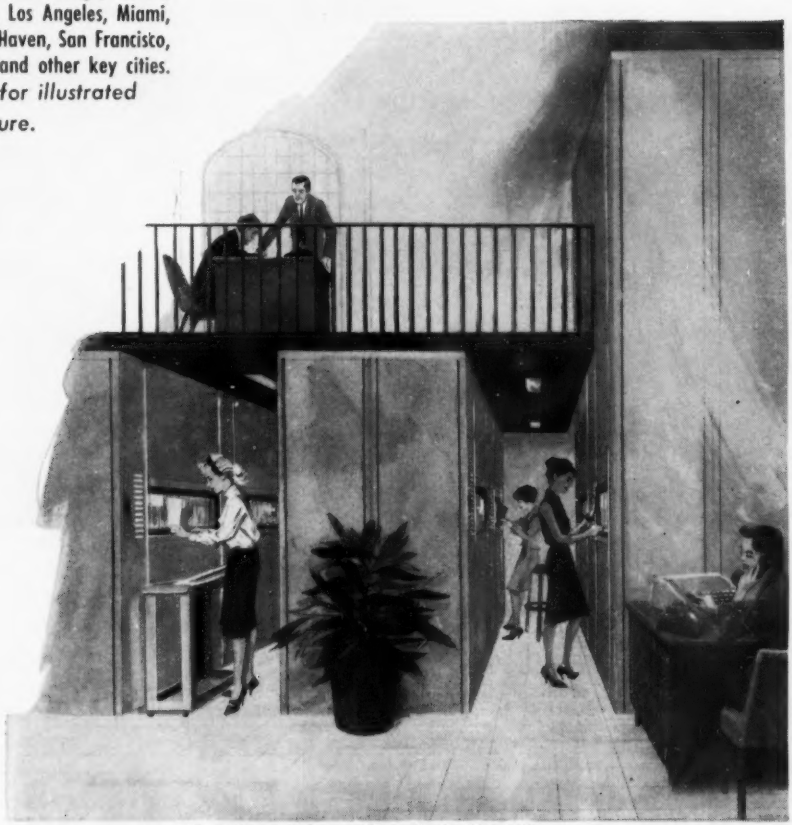

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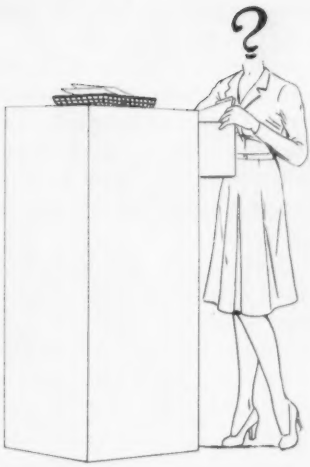

How to Choose Filing Personnel

BELDEN MENKUS, Records Analyst, Baptist Sunday School Board, Nashville, Tenn.

"I CAN'T UNDERSTAND IT." The office manager's frustration was intense. His problem was one that is surprisingly common in this age of data automation. "Our files just won't operate efficiently."

I asked him what he had done to try to solve his problem.

"Well, I had one of the office equipment firms in town make a survey and upon their advice we installed the best file system they sell."

What had he done about his file clerks?

"When we installed the system we asked one of the men from the office supply house to train the girls in how to use it. And, for about a year now the personnel department has given all prospective file clerks tests in manual dexterity and letter and number recognition. But, we still can't find what we file! I just don't understand why!"

He was trying to find an answer to a problem that he did not understand.

Despite differences in size and type of organization, most unsatisfactory filing installations have one thing in common. Management assumes that filing duties belong at the bottom of the clerical job structure. Certainly, it cannot be argued that filing belongs on the same level with the "secretary" or with a semisupervisory clerical position. However, effective filing demands personal initiative and responsibility as well as an understanding of the mission and the function of the organization and its general business practices. The filing position belongs in the mid-range of the clerical job structure.

Ideally, becoming a file clerk should mean a promotion for the beginning clerical worker. Filing should not be a dead-end street. Filing personnel should be in position to be selected for higher paying clerical and semisupervisory jobs.

Filing is a responsible undertaking. The person who files is the custodian of the accumulated knowledge and available memory of the organization. That person must not be an organizational castoff, nor a misfit shifted from some other position. There is no quicker way to destroy the morale of filing per-

sonnel than for management to make it appear it does not consider them fit to perform any other job.

No amount of training will eliminate the need to specially indoctrinate filing personnel. They must have had a period of experience working in the organization sufficient to give them a thorough understanding of its purpose and operations.

The person who files must have a reasonable measure of those qualities of character which *all* effective employees must possess. Because of the nature of the work, the person who files must have a special measure of these traits:

*Accuracy.** Records must be correctly arranged to conform to the filing system established within the organization. Work must be performed in a logical and systematic manner. For instance, the contents of documents must be clearly identified by designation of the appropriate filing category during the pre-filing processing. The proper charge-out and re-filing procedures must be carefully followed. Records must be returned to their proper location in the files so that they can be promptly found when again needed.

Dependability. Filing is exacting and repetitious work. It requires continuing concentration by the individual. Yet, it must normally be done without constant supervision. Workers must perform their duties under conditions of urgency, pressure and stress. They must keep the records accumulation continually current, and they must be able to promptly provide requested information and documents. To do this, reasonable standards for speed and accuracy must be regularly met. Minor problems must be met and solved whenever and wherever they occur. At all times, all necessary work must be done even when it falls beyond the normal scope of the position and its workload.

Imagination. The need to find them later must always be kept in mind when records are being placed in the file. Possible errors must be foreseen. Filing operations must be conducted so as to guard against errors. Personnel must be prepared to continually analyze file organization and the way that the established filing system has been applied. Where the system itself will not permit immediate adoption of improvements, personnel must be prepared to note errors and recommend changes to their supervisors. In addition, workers must analyze and understand the needs of persons seeking documents or information from the files. These needs must be clearly seen in the light of the availability and arrangement of the information itself. The nature and the content of the records must be known, and the differences between various categories of records must be understood. A creative imagination must be applied to the filing and finding functions.

The heart of an effective filing installation is a comprehensive system, flexible enough to meet the needs of the organization. And, it must be properly applied to the accumulated records. But always remember, no filing system is any better than the persons who operate it.

* Of the three, this is the only trait which can reasonably be measured by a pencil and paper test. Additional tests might well be developed. However, at present, all of these traits are best measured by observing actual on-the-job performance over a period of time.

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CompuCenter Will Be a New Feature at the National Business Show In New York, October 24-28

A SERIES OF CONFERENCES on the various aspects and effects of EDP will be held concurrently with the 1960 National Business Show in New York Coliseum, Oct. 24-28. Sponsored by the Office Executives Assn., owners of the show, the conference program will supplement the display of EDP equipment in the show's CompuCenter.

Featuring many well-known speakers on data processing, the sessions will also cover specific equipment and applications. Executives from six leading EDP manufacturers in the CompuCenter (Bendix Corp.; Control Data Corp.; Monroe Calculating Machine Co.; Philco Corp.; Friden, Inc.; Remington Rand Div., Sperry Rand Corp.) will detail their specific equipment. In addition, users of the equipment will point out the application of these EDP systems within their own companies. These sessions, planned to provide information on electronic data processing to interested executives, are available to all at $7.50 per day, or $30 for the entire five-day conference.

The CompuCenter will occupy about 8000 sq. ft. in the center of the second floor of the Coliseum. All visitors must, of course, enter the general area of the National Business Show both before seeing the computer displays as well as after leaving the CompuCenter. Special invitations sent to a pre-selected

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audience will account for the bulk of the visitors. This part of the audience will come from two areas: attendees of the series of conferences on electronic data processing, and by direct invitation from the exhibiting computer manufacturers. Due to the location of the CompuCenter, these executives will also be simultaneously invited to the National Business Show.

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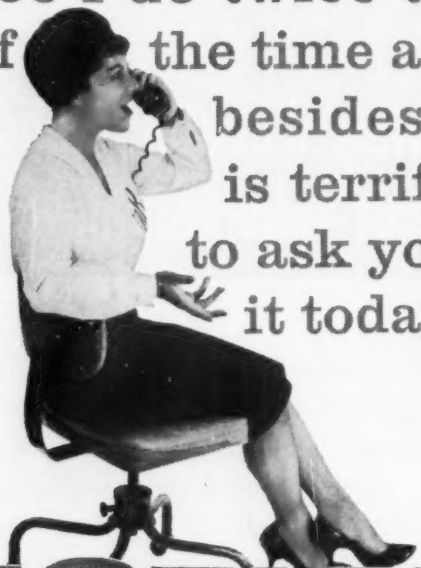

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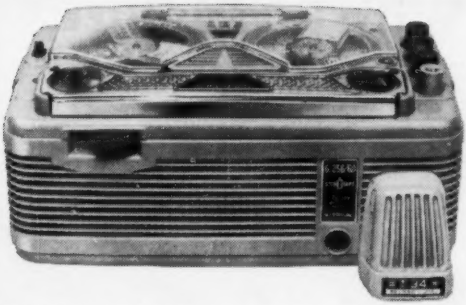

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visitors to the National Business Show.

OEA's George H. Gutekunst Jr., had this to say about the show: "During the early 30's, when machine operations for all types of work performance were eagerly sought, this was a 'machines show.' Following World War II, with its impact on record keeping and distribution, the accent shifted more toward copying and duplicating systems. Now, the demand is for the complete show; a primer explaining the interrelationship of all problems facing administrative management today. The show makes no pretense at being a 'blue book' of an industry, for there is no business management industry as such. It is, instead, a composite of all the factors affecting a company and its efficiency of operation. There are machines—for an organization must have machines with which to operate. There is furniture—for not all machines are, in themselves, complete work stations. There are personnel services—for machines without people to operate them are nothing more than collections of gears, wheels, nuts and bolts. There are informative services—for without training, education and up-to-date knowledge the operator cannot perform at a level equal to the machine's output. There are supplies—for without supplies to replenish those consumed, operations grind to a halt. These, and many others, are the parts of the National Business Show—each individually important and all related to each other . . . "

For further information about the show contact: M. T. Martin, executive secretary, Office Executives Assn., 530 Fifth Ave., New York 36.

What's Wrong With Procedure Manuals?

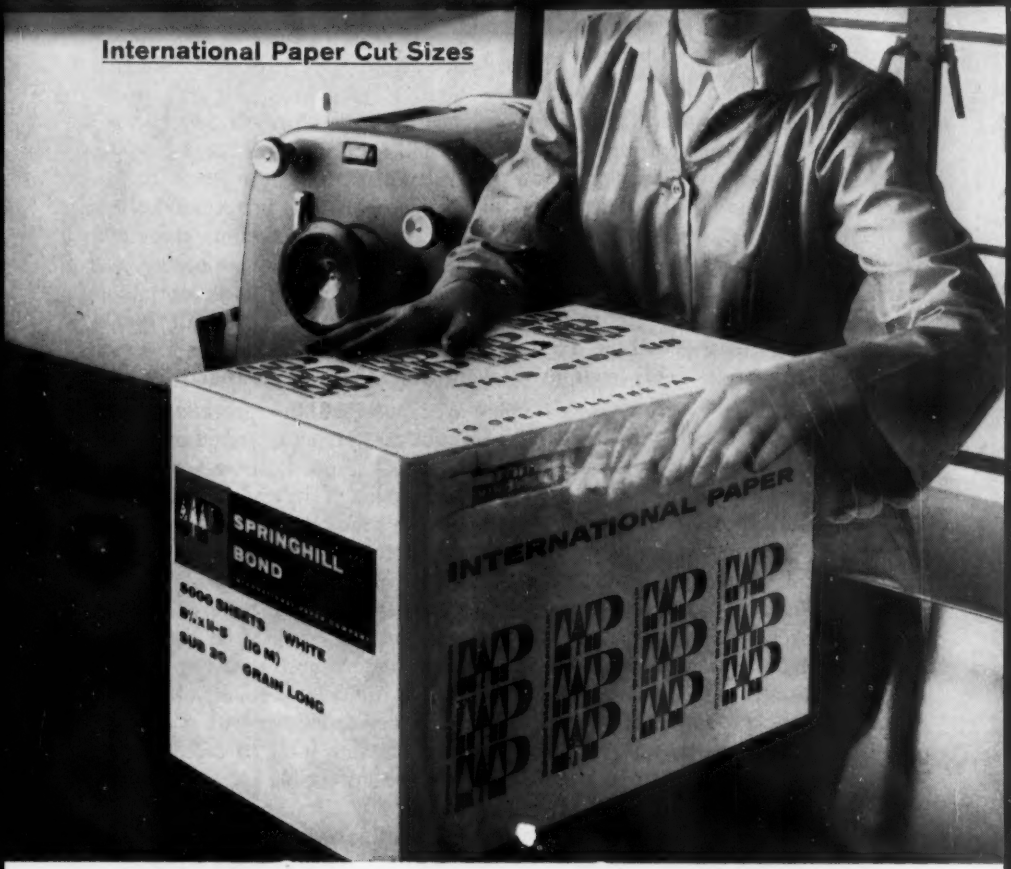
BEN KATZ, Staff Manager, Systems & Procedures, Johns-Manville Fiber Glass, Inc., Toledo, Ohio

IN MANY COMPANIES of any complexity, the only people who really understand and properly use procedures and procedure manuals are the people who write them. Management endorses them, staff departments tolerate them, everyone in his right mind agrees with the need for them—and operating people ignore them.

This statement will, no doubt, elicit screams of outrage, anguish and indignation from procedurizers and manualizers who can honestly say that they have left no stone unturned in their effort to do a helpful and thorough job. The screams will not come from operating people, but from systems and procedures people. Since the purpose of procedures is to communicate management decisions to operating people and help them to carry out those decisions, it is evident that most of us have a long way to go before we can view our literary efforts with pride.

To find where we have failed, let's apply the process of elimination. Assuming that the required level of professional competence is present to start with, and that it is maintained by keeping abreast of new developments in equipment and techniques, the work of the systems and procedures function broadly falls into two categories: planning and execution. By far the greater part of our time is spent in planning, which can be said to include program development, fact-finding, evaluation, developing alternate courses of action or solutions, consultation with those concerned, and selling the proposed procedures to management and operating supervision. Being the greatest and most challenging area of activity, it has received by far the greatest amount of attention and, as a result, the general level of competence of systems people in the planning phase is quite acceptable.

Having done a reasonable job of arriving at a good solution to the problem and selling it to those in authority, we arrive at the execution phase and it must be here that our difficulty lies. Perhaps most of us have a strong tendency to assume that the balance of our work is mechanical, rather than human. We draft, edit, redraft, re-edit —we weigh and evaluate words for their precise meanings, cut and prune, organize and reorganize our material and produce a masterpiece of directive engineering. Our friends in the operat-



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For More Information Circle No. 270

ing departments, however, don't have the time to be as precise with their interpretations as we are. They don't read procedures or policies with a dictionary at hand, and they probably wouldn't use one if they had it. Discouraged and bored by the technical precision which we have toiled so hard to achieve, our captive audience escapes and the monument to our creative ability ends in a file.

This is not to say that we couldn't go too far in the other direction. People don't like to have their time wasted. They appreciate brevity as well as clarity. The happy medium is an ideal and, like all ideals, it can be approached but never achieved. Think of the audience we are trying to reach. There is infinite variation between people, not only in education, intelligence and background, but in their personalities, tastes, likes and dislikes. We can't please them all. This means the conscientious systems man must personally participate in the installation of new or changed procedures, supplementing orally, in fitting language, the engineered directive. This personal contact and explanation is desirable with the best written procedures, since it serves to give the supervisor, scheduler, typist or clerk the warm feeling that his views are respected and his problems appreciated.

If we buy the idea that a procedure or change of any complexity should be installed by personal guidance and instruction rather than simply by written directive, of what use is the written procedure? It is necessary as a reference source. Just as it is neither necessary nor practical for an engineer to remember every formula for which he may find application, or for an attorney to memorize the entire body of laws and precedents, it is unnecessary for an office employee to become thoroughly familiar with an entire procedure. Certainly, any individual with normal intelligence and retention will quickly learn and remember those essentials with which he deals constantly.

We must sell the operating people on sticking to the established procedure, and on seeking their answers in the procedure manual, instead of developing their own solutions. To do this, we must put ourselves in their place. If we want them to make full and proper use of the reference source, make it easy for them to use. They must be able to find a clear and complete answer to their questions, quickly and easily. Does this mean elaborate indexes with cross-references? Certainly not. In fact, it would be next to impossible for those preparing such an index to conceive of the number of synonyms which would be required to make it truly effective. It does mean doing a good job of manual planning and organization. It means just doing a good job of subject filing.

The basic principle of subject file development is well established. We begin, theoretically, with one folder. As the folder gets too thick to be handled or searched conveniently, we analyze its contents to set up subordinate folders for subjects which have attained sufficient volume to warrant separate filing. We carry this principle to more detailed classification and refinement only if necessitated by the practical purpose of the file: quick, low-cost filing and finding. Apply this principle

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If your old scale is stiff and rusty, it under*weighs . . . And your mail arrives "Postage Due"—which is irritating to the recipients, and does your corporate image and customer relations no good at all!*

An accurate scale is a real economy in any office. And you can't find a better mailing scale than those precision made by Pitney-Bowes.

Pitney-Bowes scales have an automatic mechanism that is fast acting, accurate—and keeps its accuracy.

The hairline indicator quickly registers the exact weight. Big chart markings are easily visible, highly legible.

A Pitney-Bowes scale makes mailing faster and easier, soon pays for itself in postage saved and errors avoided.

Seven models, including an international postage scale, a parcel post scale with 70 lb. capacity, and a small scale for the small office. Ask the nearest Pitney-Bowes office for the scale you need. Or send coupon for free illustrated booklet.

FREE: *Handy desk or wall chart of postal rates, with parcel post map and zone finder.*

Pitney-Bowes

MAILING SCALES

Made by the originator of the postage meter . . . 139 offices in U.S. and Canada

PITNEY-BOWES, INC.
3485 Walnut Street
Stamford, Conn.

Send free booklet ☐ *rate chart* ☐

*Name*_____

*Address*_____

Plan To See The Business Equipment Exposition, Los Angeles Memorial Sports Arena, November 1,2,3,4,1960

For More Information Circle No. 292

Correspondence
Labels
Statements
Laminating
standard
traffic control
signs
for the
INTERSTATE SYSTEM
PRICE PAGE - JANUARY 1, 1960
made of
INTERSTATE
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CUT OPERATING COSTS WITH "THERMO-FAX" COPYING MACHINES WORKING IN EVERY DEPARTMENT...

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FILL IN AND MAIL CARD NOW FOR PROOF

FIRST CLASS
Permit No. 25
St. Paul 1, Minn.

BUSINESS REPLY MAIL
No Postage Stamp Necessary if Mailed in the United States

POSTAGE WILL BE PAID BY:

"THERMO-FAX" Copying Products, Dept. DBY-100

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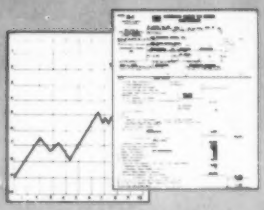

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AT NO OBLIGATION, I WOULD LIKE MORE INFORMATION ABOUT THE WAYS "THERMO-FAX" BRAND COPYING MACHINES CAN SIMPLIFY THE JOBS I'VE CHECKED.

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LET US PROVE:

This office machine does more jobs than any other

Here's a fact we'll prove in your own office: The versatility of "Thermo-Fax" Brand Copying Machines can't be matched. We'll show you copies of business papers made in 4 seconds . . . *statements* turned out at the rate of 250 an hour . . . *gummed labels* addressed instantly . . . *correspondence* answered in seconds . . . *laminating* done quickly and economically . . . many additional jobs impossible with other machines. You'll agree, it's wise to have these versatile machines working wherever paperwork should be speeded. So mail the card now, or call your local dealer.

Thermo-Fax COPYING PRODUCTS 3M COMPANY

THE TERM "THERMO-FAX" IS A REGISTERED TRADEMARK OF MINNESOTA MINING AND MANUFACTURING COMPANY

MAIL THIS CARD FOR PROOF. See the many different jobs "Thermo-Fax" Copying Machines can simplify. Our demonstration is brief and puts you under no obligation.

MINNESOTA MINING AND MANUFACTURING COMPANY

. . . WHERE RESEARCH IS THE KEY TO TOMORROW

Thermo-Fax

BRAND

COPYING MACHINES

For More Information Circle No. 247

"Front and center" in style and value!

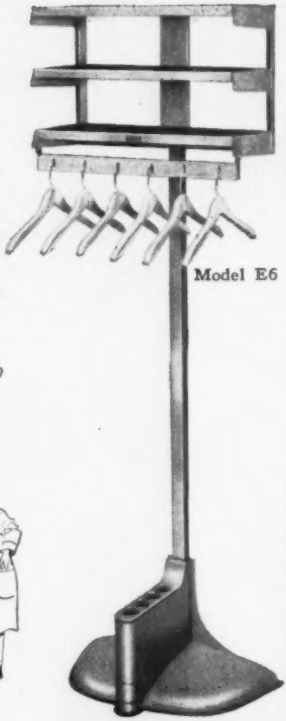
BORROUGHS

new & improved

"Executive" Wrap Racks

YES, these are the "spotlight" wrap racks that are stealing the show in design, performance and all-round quality. There's a '61 "Executive" to meet any garment-hanging need — from the private office, or home, to any quantity or situation under the sun. And there's a choice of 5 modern colors, in electrostatically baked-on enamel, to complement any decor.

Styled by Dietrich



Model E6

New Designer Bases have umbrella holders with easy-glide drip trays.

Improved Hanger Bar on all floor and wall models. Bar can be reversed to increase hanger capacities 25%. New vinyl covering resists scratches and corrosion.

The "Executive" line includes 4 floor models, 4 wall models and 3 double-face models. Send for complete information.

send for illustrated price list

BORROUGHS MANUFACTURING COMPANY
OF KALAMAZOO
A SUBSIDIARY OF THE AMERICAN METAL PRODUCTS COMPANY OF DETROIT
3010 NORTH BURDICK ST. amp® KALAMAZOO, MICHIGAN

For More Information Circle No. 222

to the manualization of directives.

The entire field of management directives falls into two broad groupings: those with one-time significance such as day-to-day operating decisions, and those intended to have continuous effect. In the latter, we may find certain subjects or categories which are clear-cut and voluminous enough to deserve separate major classification, such as the Manual of Accounts, Hourly and Salaried Classification and Rate Structure, Catalogs or Price Bulletins, Product, Material or Equipment Codes and Specifications. Personnel Policy and Organization are other subjects which often deserve separate manualization. This varies, of course, with individual companies and their organization, programs and products.

This leaves us with the general body of policy and procedure which could be called dynamic rather than static—those which normally enter into systems planning. While there is general agreement in industry and government on the desirability of the static manuals, the treatment of the dynamic area varies considerably. Here we find the problem of overlap which has plagued manual planners.

Where does purchasing end and accounting begin? Where does sales end and accounting begin? How about direct sale of purchased material? How much does one department have to be concerned about procedures in another department? These points are determined in any particular company, division or plant by its internal organization. While general organizational patterns are fairly similar in broad detail, they vary greatly when you get

down to departments and individual job assignments. Even on that level, we find that the necessities of work balancing and labor control cause frequent changes in pattern according to changes in work volume and personnel capacity.

Perhaps we make our task unnecessarily difficult by attempting to do too fine a job of classification, starting with the act of trying to decide things over which we will have little or no control. Why not break down all plant procedures into a Plant Manual, sales office procedures into a Sales Office Manual, headquarters procedures into a Headquarters Manual? They can be linked by cross-references in the body of the applicable procedures. This postpones, perhaps indefinitely, the problem of functional definition between departments and positions, and avoids burdening manual holders with huge quantities of directive material of little interest to them and having no bearing on their operations. This materially reduces the size of each manual and the index (if we like an index).

(Continued on page 285)

Scribe

DICTATION SYSTEMS

provide substantial cash savings for 1 or 50 dictators

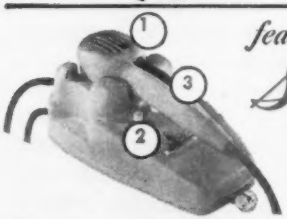
MODEL S1-70

Scribe® CLEAREST RECORDING, MOST DEPENDABLE FOR REMOTE OR NETWORK COMMUNICATION

SCRIBE S1-70 remote is a rugged commercial size dictating machine. Scribe records your voice with unmatched clarity on high fidelity Mylar magnetic tape—pre-loaded in 30 minute tape magazines. All operations are controlled by finger tip touch with the exclusive "Miracle Mike" desk station. Work load permitting, one Scribe serves as both recorder and transcriber. Scribe remote dictation systems are versatile—ideal for switchboards, intercom systems or any recording need from one to fifty dictators.

Other models for individual use.

Thousands of dependable Scribe machines are in use in Government, business and industry.



featuring Scribe®

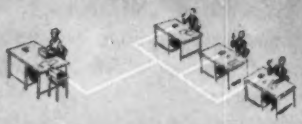
EXCLUSIVE MIRACLE MIKE

1. Desk set button punches time indicator card on machine at secretary's desk to indicate length and end of each letter and automatically indicates end of dictation when microphone is replaced.
2. Lights signal when machine is in use.
3. "Miracle Mike" gives you finger tip control of *all* functions of the machine.

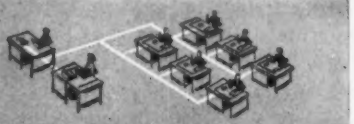
DEALERS—WRITE FOR PROTECTED TERRITORY INFORMATION.

REPRESENTATIVE REMOTE INSTALLATIONS

Single executive "Miracle Mike" desk set connected to Scribe S1-70 remote recorder transcriber. Machine permanently at secretary's desk.



Three executive "Miracle Mike" desk sets with Single S1-70 Scribe remote recorder and S1-60 transcriber. Allows dictation and transcribing at same time.



Six executive "Miracle Mike" desk sets connected to 2 Scribe S1-70 remote recorder-transcribers. When either machine is in use (indicated by light on executive station) selector switch on desk set permits other dictators to select idle machine. Separate transcriber need depends on work load requirement.

LET US PROVE IT! SEND COUPON TODAY

SCRIBE DISTRIBUTORS CO. DEPT. O-10
6949 W. North Ave., Oak Park (Chicago), Ill.
Rush me cost-saving facts on Scribe.

Name _____

Company _____

Address _____

Number of Dictators _____ **Check — Dealer** ☐ **User** ☐

A PRODUCT OF SCRIBE INTERNATIONALE, A DIVISION OF GENERAL SINTERING CORPORATION—Franklin Park, Illinois.

For More Information Circle No. 359

Business Equipment Exposition In Los Angeles Next Month

THE BUSINESS EQUIPMENT Exposition officially opens its doors on Nov. 1 in Los Angeles. Visitors to the show will be met with a dramatic display of five globes in descending size which depict the earth and its shrinkage through time, space and motion. As these illuminated globes slowly turn, the show will officially open and, throughout the more than two acres of exhibits, the business equipment industry will demonstrate its contribution to this historic progress and the role it expects to play in the future.

This Pacific Coast presentation is the second in a continuing series of expositions designed as demonstrations of the latest systems and products of the industry. Approximately 60 leading manufacturers of office equipment, systems and related supplies, representing 90% of the nation's $4¼ billion-a-year office equipment business, will exhibit.

The office equipment industry has made strides in recent years in the development of technical equipment and systems. Due to the complexity of much of this equipment, the need for industry presentations became apparent. To fill this need, the Office Equipment Manufacturers Institute worked with industry representatives to create a program of integrated and comprehensive expositions.

Perhaps the best summation was made by Fortune P. Ryan, president, Royal McBee Corp., who said:

"The establishment of this service clearly indicates that the industry recognizes and accepts an expanding public interest responsibility, the fulfillment of which will benefit many 'publics' and all of the buyers and users of our products. The industry has become increasingly

Memorial Sports Arena, Los Angeles, where the Office Equipment Manufacturers Institute will hold its Business Equipment Exposition Nov. 1-4.

Office Equipment Manufacturer Exhibitors

Acme Visible Records, Inc.
Addressograph-Multigraph Corp.
American Automatic Typewriter Co.
American Photocopy Equipment Co.
American Telephone & Telegraph Co.
Bankers Box Co.
Bohn Duplicator Co.
Charles Bruning Co.
Burroughs Corp.
Business Efficiency Aids, Inc.
Clary Corp.
Columbia Ribbon & Carbon Mfg. Co.
Comptometer Corp.
Copymation, Inc.
Cummins-Chicago Corp.
Davidson Corp.
DeJur-Amsco Corp.
A. B. Dick Co.
Dictaphone Corp.
Diebold, Inc.
Ditto, Inc.
Eastman Kodak Co.
Elliott Addressing Machine Co.
Friden, Inc.
General Fireproofing Co.
Gestetner, Ltd.
Globe-Wernicke Co.
Haloid Xerox Inc.
Hamilton Cosco, Inc.
International Business Machines Corp.
A. Kimball Co.
Labelon Tape Co.
Macey Co.
Minnesota Mining & Mfg. Co.
Monroe Calculating Machine Co.
Moore Business Forms, Inc.
Mosler Safe Co.
National Cash Register Co.
Ozalid, Div. General Aniline & Film Corp.
Pacific Telephone & Telegraph Co.
Philco Corp.
Pitney-Bowes, Inc.
Recordak Corp.
Remington Rand Div., Sperry Rand Corp.
Royal McBee Corp.
Scriptomatic, Inc.
Shaw-Walker Co.
Standard Register Co.
Steelcase, Inc.
Stromberg Div., General Time Corp.
Systematics Div., General Transistor Corp.
TelAutograph Corp.
Thomas Collators, Inc.
Tiffany Stand Co.
Underwood Corp.
Varityper Corp.
Victor Adding Machine Co.
Visirecord, Inc.
Wassell Organization, Inc.
Webster Electric Co.
Wheeldex & Simpla Products, Inc.

aware of its obligation to provide more information to all who use and depend on its equipment, machines and systems. Our exhibit program will afford industry customers better service in all sections of the nation by enabling them to attend complete full-scale business equipment expositions in areas heretofore not adequately covered."

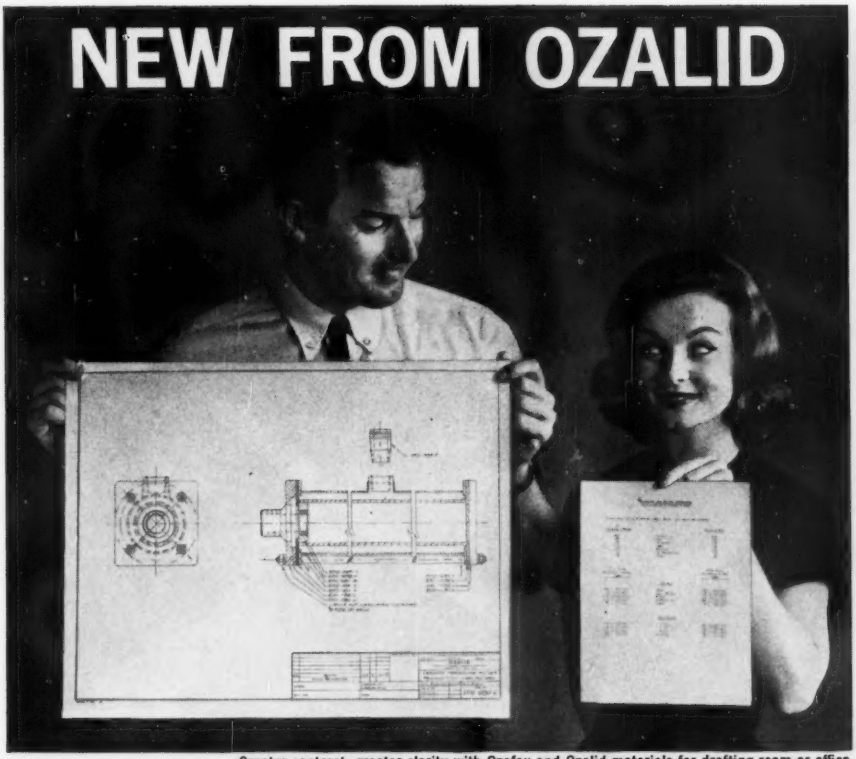
A major facet of the exposition program was the establishment in 1958 of the institute's subsidiary exhibits corporation, Office Equipment Manufacturers Exhibits, Inc. OEME and its managing director of exhibits, Rudolph Lang, are responsible for the planning and coordination of the physical aspects of the exposition.

The Los Angeles presentation will be housed in the multimillion dollar Memorial Sports Arena. Los Angeles won selection for the 1960 exposition because of its importance as the center of commerce and industry in the western states area. It will draw, by invitation only, attendance from the 13 western states, including Alaska and Hawaii.

Because of the stress on solving the problems of individual businesses, experts will be on hand to offer the more than 25,000 expected visitors advice in building compatible systems of data processing and other systems. With equipment of major producers under one roof, businessmen will have a chance to appraise what is available and judge how it may best be adapted to their immediate and future needs.

More than 1200 business, government and industry figures have been invited to the opening ceremonies. For tickets, write Office Equipment Manufacturers Exhibits, Inc., 777 14th St., N.W., Washington 5, D. C.

NEW FROM OZALID



Greater contrast, greater clarity with Ozafax and Ozalid materials for drafting room or office

New Ozafax semi-dry papers and developers now bring Ozalid quality to every Diazo Copy Machine

From Ozalid comes the newest line of top quality semi-dry copy materials—Ozafax! Regardless of the make machine you own, you can now look to Ozalid as a new source of supply for all your diazo copying needs, and look to Ozafax for . . .

Better Contrast! A new, advanced diazo coating formulation fastens a sharp black image against a clean white background. On the shelf or after processing, the bright white appearance of Ozafax papers lasts.

Broader Line of Colors! Ozafax papers are available in 6 appealing colors for more flexible coding. No wider variety of tinted stocks anywhere.

Call your local Ozalid representative or mail coupon today.

OZAFAX materials from OZALID

A Division of General Aniline & Film Corp.

SEND TODAY FOR FURTHER INFORMATION

Ozalid, Dept. Z-10, Johnson City, N.Y.

Check one:

☐ Please send information.

☐ Please have representative call.

Name_____

Firm_____

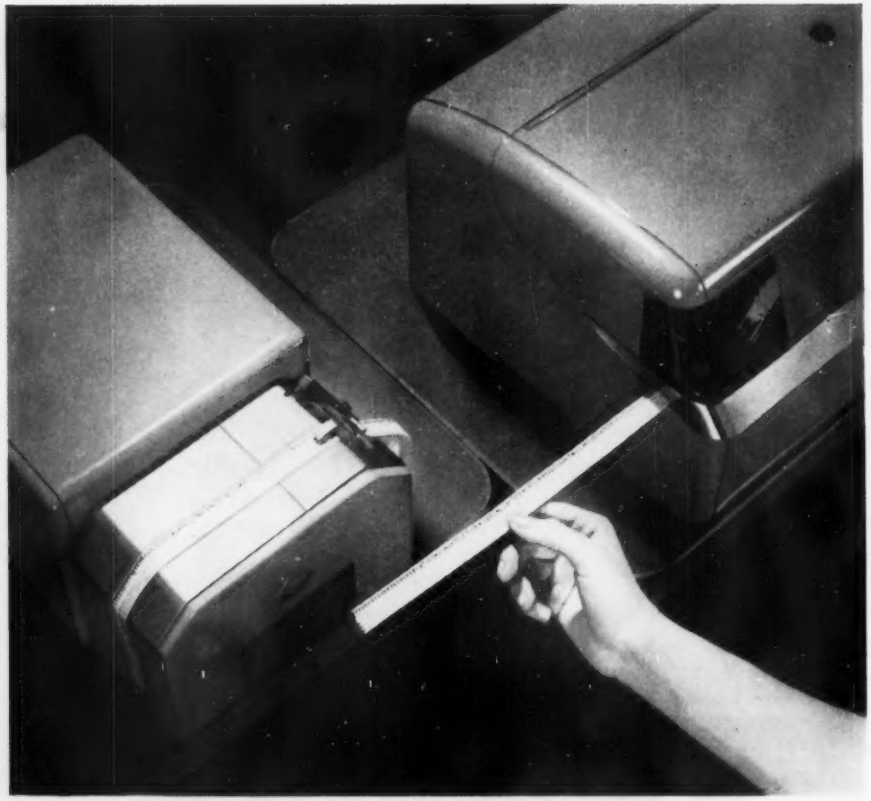
Phone_____

Address_____

City_____ Zone____

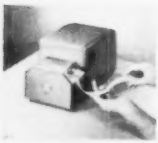
State_____

For More Information Circle No. 269



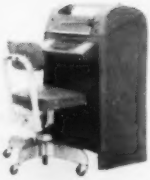
FREE LITERATURE:

Write for Model 28 "Complete Product Line" brochure to Teletype Corporation, Dept. 34K 5555 Touhy Ave., Skokie, Illinois.



Tape Reader

Typing Tape Punch



Send-Receive Page Printer

Automatic Send-Receive Set

For More Information Circle No. 314

Mechanize words to lower paperwork costs

Teletype tape reading and punching equipment offers a direct method of reducing paperwork costs by saving time—mechanizing such functions as:

- *Sending information* from one office to another, between plants, across country, even overseas. The Teletype Model 28 tape reader (left) will transmit to one destination, or to many destinations simultaneously.
- *Recording and storing* data in tape. The Teletype Model 28 punch (right) will produce tape as a by-product of send-receive operations or it can be used to combine data from several sources in one tape.
- *Repeating fixed data* such as addresses, invoice information and other reusable data, is a tape specialty.

The Teletype tape reader and tape punch may be used individually or in combination with other Teletype equipment. These units are compatible with existing communications facilities. They are also compatible with many business machines, to further extend their usefulness and cost-saving potential.

Teletype Corporation manufactures this equipment for the Bell System and others who require the finest in data communications.

TELETYPE®
CORPORATION
SUBSIDIARY OF *Western Electric Company* INC.

For More Information Circle No. 314

"$2,275! That's how much we'll save in man hours this year by replacing our hand bookkeeping methods with a Monroe Accounting Machine. The money saved has been used to help employ a needed salesman for our growing operations," says W. Fred Kohler Jr. (center) Secretary and Treasurer of Martin & Kohler Insurance Co. of Shamokin, Pa.

And—this $2,050 accounting machine has the capacity to handle additional insurance business as the company grows.

Discover the growth and profit-ability that can be *yours* with a Monroe Accounting Machine.

******That's the name you'll give to your* **MONROE ACCOUNTING MACHINE.** It saves time, saves money by lowering accounting costs . . . makes money by freeing capital to grow on.

FREE CASE HISTORIES

Let us prove to you, with facts, how Monroe Machine Accounting earned companies like yours more money to grow on. Write:

Accounting Machine, Dept. 19, Monroe Calculating Machine Co. Orange, New Jersey.

SEE THE MAN FROM MONROE

for CALCULATING ADDING·ACCOUNTING DATA PROCESSING MACHINES

A DIVISION OF LITTON INDUSTRIES

Monroe Calculating Machine Company, Inc., Sales and Service in Principal Cities Everywhere. General Offices, Orange, N. J.

For More Information Circle No. 393

AUTOMATIC SYSTEMS

Current trends in office automation including data processing.

Airview of Atlantic City Electric's data processing center

Utility's Data Processing Center

ATLANTIC CITY ELECTRIC CO. has begun operation of its accounting and electronic data processing center near Pleasantville, N. J. Bayard L. England, board chairman, described the center as "one of the electric industry's most advanced data processing installations," and said it would streamline the company's customer accounting procedures by eliminating a multiplicity of card handling operations.

The center is equipped with an RCA 501 data processing system which, Mr. England said, gives it "virtually unlimited capacity in handling all types of accounting and billing procedures, and for solving engineering and service problems quickly."

The 501's first task is handling customer accounts which were progressively converted to electronic accounting shortly after the system was installed. Some 12,000 bills a day are processed. The computer will later be applied to payroll and inventory accounting.

The building housing the center is completely airconditioned 24 hours a day. Its modern design earned it a certificate of merit as an "outstanding office building" from a recent architects' convention in Asbury Park. It is centered on a 30-acre tract for seclusion from highway noise and contains 30,000 sq. ft. including equipment area, cafeteria and restrooms. Overhead fixtures provide 100 footcandles of diffused lighting.

Briefly, here is the customer accounting procedure: a Farrington optical scanner reads account number and amount remitted with each paid bill, and punches this information on paper tape. Master account changes, (such as addresses and rates), partial payments and adjustments are simultaneously punched on tape while being typed on a tapewriter-verifier. This tape, and that from the scanner's punch, are read into the computer which makes all account entries and changes in its magnetic tape file. At the same time, the computer searches its tape for account numbers of customers who are

Atlantic City Electric Company's RCA 501 computer system in their data processing center on the Black Horse Pike near Pleasantville, N. J. Functional design of the new center won architect award for 1959's outstanding New Jersey office building. Architect was Frank Grad & Sons.

due to be billed, and punches these on paper tape in the sequence recorded in the meter record book. This paper tape is run through adding punches which stop at each account number to allow the operator to punch the meter reading from the meter record book. Then the paper tape with current data on accounts to be billed is read into the computer which calculates amount due and lists outstanding balances for each of the 12,000 customers to be billed that day. A high-speed printer prints the address and invoice data on post-card bills. The cycle is repeated when the bill is paid.

Robert W. Hogg, treasurer, Atlantic City Electric Co., looks on as employee explains operation of computer console.

A Review of Soviet Computers

PART II

The second of two articles based on the report of the U. S. technical computer delegation which last year visited the U.S.S.R. Prepared through the courtesy of the Assn. for Computing Machinery, these articles give details of specific Soviet hardware and discuss current computing applications and developments behind the Iron Curtain.

RUSSIAN PROGRAMERS play a considerable part in the design of Soviet computers. In general, the U. S. delegation observed a reasonable amount of cooperation between the machine designers and programers. The prevailing opinion appeared to be that it is still too early to standardize on a specific machine language for the whole of the USSR. The suggestion was put forward that a large number of different types of computers be planned, and enough of them made to provide adequate operating experience. It was thought that in about five years time a decision could be made as to which units and language to choose for standardization. What follows is a glimpse of the various areas of computer application as seen by the U. S. delegation.

Data Retrieval. The most important center is the Laboratory for Electro-Modeling. It comprises these departments: logical-mathematico; mathematical linguistics; mechanical methods in chemistry; memory devices; permanent and erasable memories; computer elements; computer exploitation; analog electrical modeling. The work of this group appears to parallel the work in this country on the use of heuristic techniques in data processing. A punched card data retrieval system has been set up that can scan 400 abstracts per minute. Each card in the file has from one to 24 descriptors associated with it.

Character Recognition. Work on this is being carried out at the Institute for Precise Mechanics & Computing Techniques in Moscow. Several techniques were discussed and demonstrated. One was the idea of drawing a series of parallel lines through a line of print and then attempting to identify the characters by examining the intersec-

Drum	Speed (RPM)	Diameter (inches)	Length (inches)	Circumferential Packing (pulse/inch)	Axial Packing (tracks/inch)	Number of Tracks and Heads	Capacity (words/drum)	Head Spacing (mils)	Head Gap (mils)	Transfer Rate (words/sec)	Remarks
Laboratory (Penza)	1500	15–18	—	—	—	44 tracks 88 heads 2 stations	4000 bits/track	—	—	—	—
URAL-I	6000	—	—	—	—	—	2048 half words	—	—	100	—
URAL-II	6000	—	—	100 (4 pulses/mm)	4 (6 mm between tracks)	—	8192	0.8–1 (20–25 microns)	40(?) (1 mm)	5000	Expect 6 months with no inspection of drum; spare drum to be supplied with each machine; customers will report troubles.
BESM-I	—	—	—	75 (3 pulses/mm)	—	100	6000 40 bit	1.2 (30 microns)	—	—	
EBSM-II	1500	12 (30 cm)	16 (40 cm)	75 (3 pulses/mm)	10 (2½ mm between tracks)	44 tracks 88 heads	6000	0.24(?) (6 microns)	—	12,000	Similar drum ran 3 years on BESM-I without trouble.
Typical U. S. early 1950	1800	8–12	12–36	100–400	10–20	—	8000–50,000	0.25–1	0.25	10–50,000	Special drums are as large as 400,000 words with a recording density of 1000 pulses/inch.

Fig. 1. Characteristics of Soviet computer magnetic drums.

tions of the series of parallel lines with the letters. Another was an edge-tracing scheme in which the beam of a cathode ray tube scanner moved either clockwise or counter-clockwise depending on the output of a photocell that viewed the reflection from the 1″ high character under test. The scan was arranged so that after it moved 1″ in a straight line, it sought to determine whether it was in a black or white area. If black, the beam turned perpendicularly in a counter-clockwise sense and scanned for the next 1″. So the beam tended to follow the outline of the character. Stability of edge-following was assured by arranging the scan so that if the transition from black to white occurred in the first half of a 1″-increment, the length of the next increment was made shorter. If the transition from black to white occurred in the second half, the following increment was made slightly longer. The idea was that the pattern of data generated by the scan could be stored in a computer. From this could be computed the average direction of the line, quantized to the nearest 45°. A sequence of such quantized line directions would then characterize each character.

A more complicated concept involved scanning a square to determine its average darkness. A beam was programed to scan adjacent squares to determine the direction of maximum darkness and to move in that direction. Associated logical equipment memorized this direction and controlled the motion of the beam accordingly. The direction and curvature of motion was then computed using first and second differences. A large change of direction indicated that such an inflection point be recorded. It was hoped that

Machine	Width	Linear Speed (inches/sec)	Start/Stop	Density (bits/in)	Words/tape	Transfer Rate (words/sec)	Tracks
BESM-I	¼"	—	4 secs (?)	—	30,000 (?)		2
BESM-II	¼"	80 (2 meters/sec)	seconds	200 (8 bits/mm)	30,000	400	2
URAL-I	35 mm	30 (0.75 meters/sec)	ms	32 (1248 bits/meter)	40,000	75	11
URAL-II	35 mm	60 (1.5 meters/sec)	ms	210 (8300 bits/meter)	700,000	1000	11
STRELA	4"	16	seconds	62 (2½ bits/mm)	200,000	1000	43
M-20	—	—	—	—	—	—	—
Typical U. S. early 1959	¼"-3"	75	5-10 ms	200	1,000,000	2500-10,000	7 to 36

Fig. 2. Characteristics of Soviet magnetic tapes and tape transports.

from such a scanning scheme, a set of invariant characteristics could be determined for each character. Initially the Russians were using a 50-word memory and intended the associated logic to be constructed in terms of inexpensive magnetic core components.

Digitally Controlled Machine Tools. At the Computing Center of the Academy of Sciences in Moscow, there was a unit capable of providing X, Y and Z coordinates for positioning a machine tool. Simple parabolic interpolation was used but the overall accuracy of control was limited by the machine rather than by computation. According to the delegation, the Soviet authorities had not then decided whether all the tapes needed for industrial use would be computed at a central location, or whether each plant would have its own computation facility.

Automatic Programing. The first automatic programing system for the Strela computer* was completed in 1955. In 1956 one was completed for the Besm-I, and in 1957 for the Strela-III. In 1958 such a system for the Strela-IV (a fairly recent computer) was completed at Moscow University. Each of these systems required about nine man-years of effort. Lack of alphanumeric input-output devices is said to have handicapped Russian progress in this field.

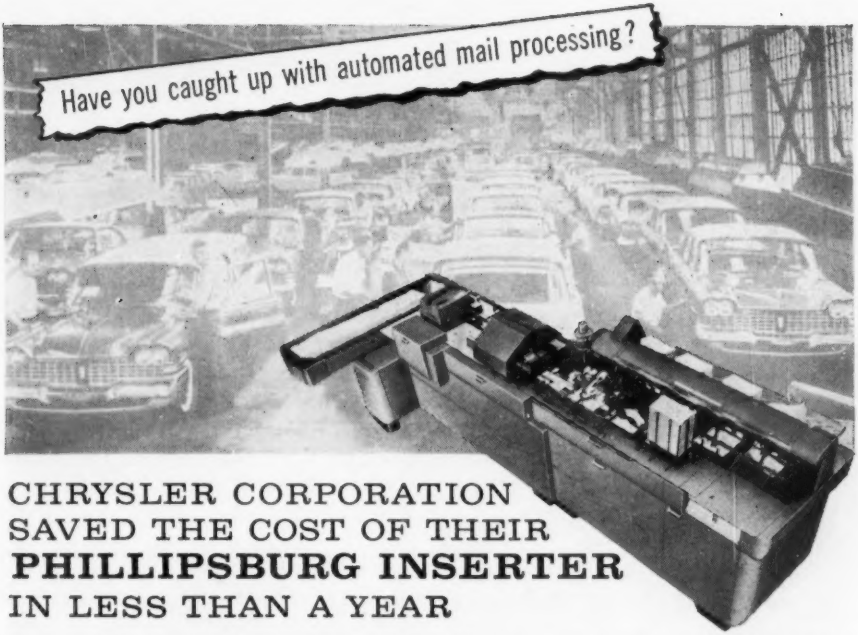
Linear Programing. This was illustrated by a particular transportation problem. It involved the distribution of building sand by a fleet of trucks operating from eight sources and delivering to 100 sites in the Moscow area. It was solved by the simplex linear programing method and required about three hours on a Strela computer. A new method was evolved that produced a solution in about 30 minutes.

The U. S. delegation had an opportunity to see and discuss various major computer components. Its observations follow:

Magnetic Drums. Some seemed to be in volume production. The unit used on the Besm-II was used also on the Kiev and was seen on other computers too. A summary of Soviet magnetic drum characteristics is shown in Fig. 1. The unit listed under Besm-II is the one that appeared to be an off-the-shelf item of commerce.

Magnetic, Paper and Film Tapes. Early Soviet computers used 35mm motion picture film. Two punched film handlers used on the Ural-I both handled 35mm magnetic film. Both tapes had closed loops, implying that a

* For details of this and other Soviet computers, see "A Review of Soviet Computers: Part I," THE OFFICE, Sept., 1960, p. 146.



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For More Information Circle No. 267

reverse mechanism does not exist. The perforated tape operated at 1½ meters per second with a data rate of 75 numbers per second and a packing density of 50 numbers per meter. The data transfer rate on the magnetic tapes was also 75 numbers per second. The Strela was equipped with a magnetic tape unit using tape about 4″ wide. A word was written on this tape completely in parallel. Magnetic tape units on the Besm-I were modified audio tape transports. Fig. 2 shows characteristics of the magnetic tape transports of the various Soviet computers discussed.

Input-Output Equipment. The Besm-I used punched paper tape, as did the Besm-II. Both computers had a 15 lps, 14-column numeric-only printer. The Strela used punched cards. The card equipment seemed generally similar to that used in the U. S., but operating rates were somewhat slower. A full line of numeric 80 and 90-column punched card equipment was in production in the Soviet Union, and such equipment is thought to be coming into increasing use for input-output on Russian computers.

Machine	Columns	Characters	Printing Rate (lines/sec)	Remarks
BESM-I	14	Numeric	15	Roll paper; no carbon copies; no format carriage control
BESM-II	14	Numeric	15	
STRELA	10	Numeric	50	Experimental, not yet completed; roll paper
URAL-I	19	Numeric	1 6	
URAL-II	16 to 96	Numeric	20	
KIEV	19	Numeric	1 6	
Typical U.S. early 1959	Up to 120	Alpha—numeric—up to 56 characters	Up to 15	Fanfold paper, multiple copy, format carriage control

Fig. 3. Characteristics of Soviet computer line printers.

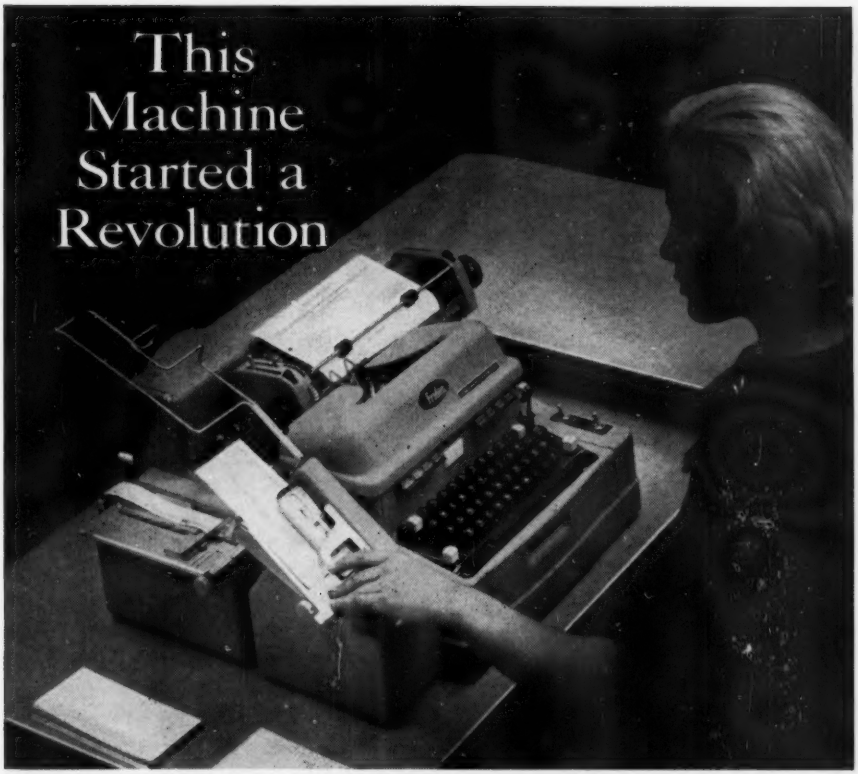
Two printers were demonstrated. A rotating drum printer intended for the Ural-II was seen. Timing signals were provided by illuminating a sequence of slots cut into the circumference of a hollow cylinder at the end of the drum. The passage of the slots was read by a set of germanium photo-diodes. The data to be printed was stored in a magnetic core matrix on a character-by-column basis.

At the Computing Center of the Academy of Sciences an experimental numeric-only printer was demonstrated. It was hoped that it would eventually achieve a rate of 50 lps, 10 characters per line. Fig. 3 summarizes the known characteristics of Soviet printers.

Magnetic Memories. A 1024-word memory designed at the Institute for Precise Mechanics & Computing Techniques was the model for the memory units of subsequent large Soviet computers. A 2048-word similar device is now in use on the Besm-II and the Kiev.

An experimental memory was reported that uses two cores per bit and that operates with a total cycle time of 0.2 microseconds. The cores in this unit are said to have an inside diameter of 1mm, and the current drives to have a rise time of about 30 millimicroseconds. There was also reportedly in production a 64-word by 50-bit memory with a 1 microsecond cycle time. Experimental transistor memories were also reported, but adequately fast high current transistors were said to be hard to come by in the USSR.*

* For complete details on the visit of U. S. technical delegation in computers to the USSR see "Soviet Computer Technology—1959" by S. N. Alexander, P. Armer, M. M. Astrahan, L. Bers, H. H. Goode, H. D. Huskey, M. Rubinoff, Willis H. Ware, *Communications of the ACM*, Vol. 3, No. 3, March 1960.



It's called a Friden Programatic Flexowriter. Here it is being used to write sales orders. After inserting a pre-punched card in the reader, the operator touches a key. The machine writes in the entire heading at a speed of 100 words per minute, pausing only to let the operator insert the date.

Next, the operator inserts a card for the first line item. She enters the quantity, touches the key again, and the machine does the rest.

As it writes, the machine punches selected information into a paper tape. Later, this tape can be: (1) Run back through the Flexowriter to produce a typewritten summary of orders, (2) Fed into a Friden CTS Computyper to prepare *invoices* automatically, (3) Fed into a card punch to prepare tab cards. (Or, the Flexowriter can control tab card punching directly.)

This revolutionary new system of document writing is working beautifully in hundreds of offices. Your Friden Systems Man can give you the full story. Or write: Friden, Inc., San Leandro, California.

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For More Information Circle No. 306

Automatic Production Control System

PRODUCTOGRAPH is a German system designed to reduce manufacturing equipment downtime and record operations automatically. It will be made, sold and serviced in North America by a subsidiary of Farrington Mfg. Co., Needham Heights, Mass. The system is custom designed to the requirements of each individual industry. It is in commercial operation in more than 200 plants and industries in Europe.

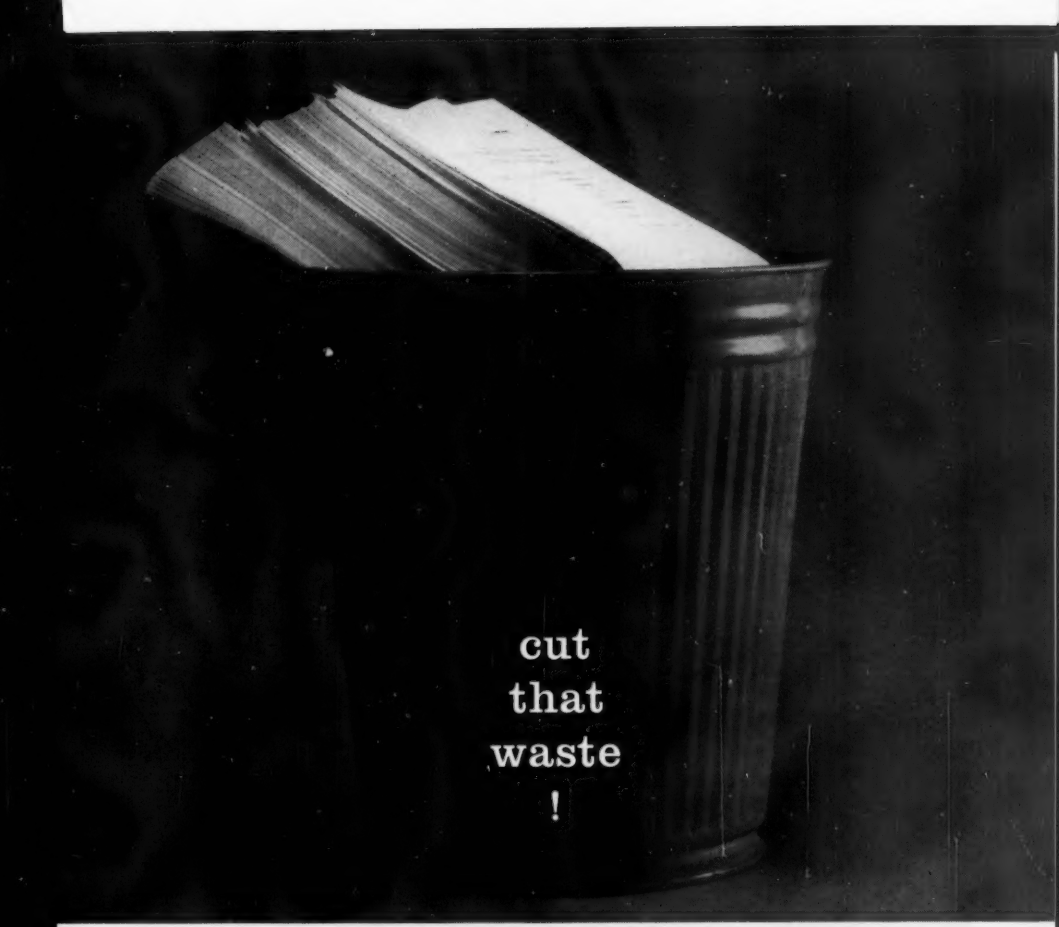
There are two Productograph installations in this country, at Holo-Krome Screw Corp. (subsidiary of Veeder-Root, Inc.), Hartford, Conn., and at Connecticut Bending & Stamping Works, New Britain, Conn. The system is keyed to a console receiving unit, located in a production control center, which can supervise up to 200 machines. Impulse transmitters (such as microswitches, voltage relays, flow meters and photoelectric cells) and a call station, installed next to the production machine, provide instantaneous and continuous communications with the console operator. Machine operating times, downtimes, and the causes for downtimes are automatically recorded audiovisually on a graph and on a tape recorder.

By using the call station, a simple control panel and two-way telecommunication system, each machine operator can immediately inform the production control supervisor of the precise cause of machine stoppage. In addition, the number of items being manufactured, time units, nominal and actual output are automatically tallied on both electrical and linear counters. The latter provide a visual record of the quantity of items produced and production time elapsed. The production control supervisor can plan the manufacturing work schedule and anticipate downtimes arising from machine breakdown, lack of materials, defective materials or any other causes.

The output of Productograph can be fed directly to accounting equipment and, in the future, may be fed into Farrington Optical Scanners. This will enable certain installations to compute factory cost work, payrolls and other accounting functions. Incentive payments for the machine worker can be computed and paid on the information recorded by the console units.

Productograph also can be utilized in other fields. In a large German city, for instance, it is being used to control the flow of traffic.

The average downtime for all reasons at a leading plastics plant in Germany has been reduced 86% after three years of operations under the system. The two U. S. users report that downtime has been reduced 22% in about a year's operation under the system. **For More Information Circle No. 101.**



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For More Information Circle No. 261

University Office Begins to Automate

CHARLES P. HURD, Registrar, Columbia University, New York

THE ADMINISTRATION of a university is necessarily peculiar to itself. While it must expedite the considerable paperwork involved in running its various schools and departments, it cannot utilize quite the same standards in setting up its systems and procedures as might be the case were it a purely commercial enterprise. After all, the essential role of any university is academic, and to this end all else is naturally subordinate.

All the same, we are a corporation and, like any other corporation, our organizational setup includes a great many different offices: the office of the secretary, that of projects and grants, university admissions and financial aid, office of the foreign student adviser, medical office, central records, office of

Part of Columbia University's new EDP equipment, this IBM 407 is used by Richard Gilmore to address envelopes, to new graduate students, from punched cards. Previously students had to come in and pick up material which is now mailed to them.

General clerical area in the Registrar's office at Columbia University, New York. The author is at right.

alumni relations, university placement and, of course, my own office, that of the registrar.

This last is a single central office—responsible to the university's president—that services Columbia's various schools. The university can conveniently be thought of as a sort of federation of some 18 semiautonomous schools, each with its own faculty and degree programs.

The registrar's office is broken down into seven school divisions. Each is headed by an administrative officer with his own clerical staff. They provide the specialized office functions required by students, faculty and the administration.

In addition, there are service divisions that provide special services throughout the university. Good examples of these are our records division and machine service division. The former handles and processes all requests for transcripts of student records. Some idea of the magnitude of this task can be gained when it is realized that these requests often run to over 100,000 a year.

Our machine division is currently taking over more and more of the clerical functions to do with obtaining and posting student grades, though much of this is still being done by hand. One of the dividends hoped for from our recent machine installation is that this type of clerical operation soon can be entirely automated. As with other organizations, we are experiencing teething troubles in switching to electronic data processing. Of course, we are provided with a wealth of new data that previously would have been difficult to obtain, though it is still too early to evaluate much of this information.

Today our EDP equipment includes a 407 accounting unit, two 557 interpreters, two 085 collators, a 519 mark sensing unit, three 026 key punches,

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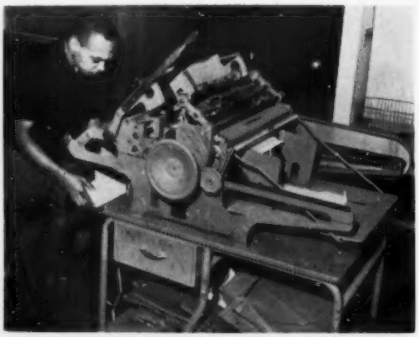
two 056 verifiers, and two 082 sorters. We also have an electric burster-splitter made by Moore Business Forms, Inc., which we find particularly useful.

Currently, conversion to machine equipment is our biggest undertaking. Revision of forms, methods and procedures to synchronize with our EDP equipment is sweeping, and the least of the problems raised are the technical ones. As in other organizations converting to automation, we have run into our share of resentment and resistance among personnel. The center of gravity of our office is moving toward the machine service division. This causes resentment on the part of some older employees.

But on the whole, automation has so far meant that we have more statistical information available about the university—information that a few years ago would have necessitated hours of monotonous clerical work—and has released many of our clerical employees for other tasks. This, in turn, has meant that the services offered by our offices to the students and faculty have



Prior to running them through a mark sensing machine, Henry Butler bursts punched cards on a Moore Business Forms imprinter-detacher.

been expanded and improved.

How far our paperwork processing will be moved into the machine service division is difficult to foresee. To some extent, the need for flexibility in the kind and variety of services we offer will always prohibit 100% automation of our offices. In this we differ from an organization such as a bank, where almost all of the clerical functions are standardized and hence lend themselves to automation.

Last year was our first with the new equipment and emphasis has been on the collection of student statistics — an area in which it was felt we had fallen behind. In addition, and as a by-product, we have been able to provide a machine addressing service for mailings to students. Previously, the clerical work involved was prohibitive. Now the faculty is able to maintain far better communications with students due to this new equipment.

In 1960-61 we intend putting our course cards on machines. This will make possible preparation of grade sheets and term grade reports by machine rather than manual typing. Also it will enable us to analyze our course registrations, our use of classroom space, and the teaching loads of various professors. Our Student Directory pages will also be run off by machine for offset printing. Many other func-

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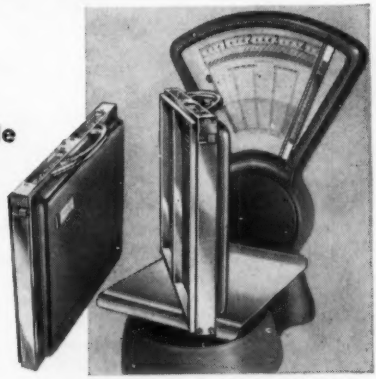

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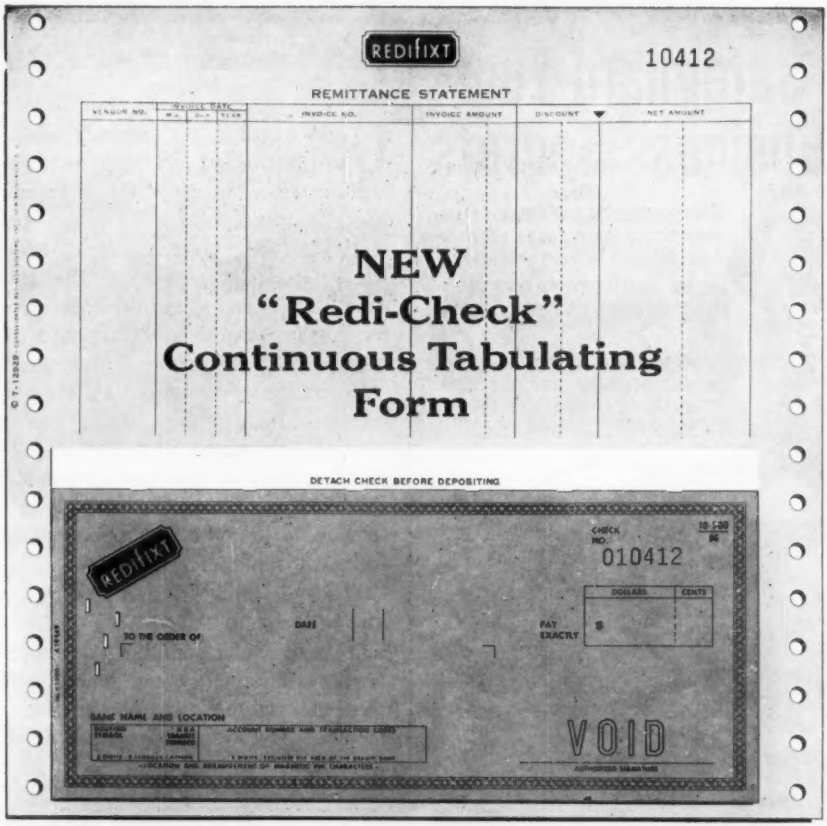
For More Information Circle No. 386

George Butler is using a Bruning Copyflex to make transcripts of students' records.

tions are already scheduled for automation.

The traditional attitudes at an old and venerable institution such as ours, both on the part of the students and the faculty, naturally play a large role in determining how we plan our conversion to automation. We are a service agency and obviously we cannot independently make sweeping procedural changes. It is a slow, gradual and painful process, but at least we have begun.

Frederick A. Orr uses a Recordak to microfilm old Columbia students' registration cards earmarked for destruction.



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For Transition to EDP

UNIVAC STEP (Simple Transition to Electronic Processing) for bringing electronic data processing to small business was announced by the Remington Rand Univac Div., Sperry Rand Corp., New York. The solid-state computer system was developed for customers now using punched card equipment. With the Univac Solid-State computer as a nucleus, the basic system consists of four units which can be easily expanded to greater capacity when growth of business demands it. The system can simultaneously read four cards, punch a fifth, print out data and solve arithmetic problems.

The four units are a central processor with a 26,000 digit capacity; a high-speed reader handling 450 punched cards per minute, a punch handling 150 cards per minute, and the high-speed printer. The system can be expanded by adding up to four additional memory units, each of which will carry 6000 more digits for an ultimate capacity of 50,000 digits which equals that of the standard Univac Solid-State computer.

Univac Step will rent for $3500 per month with a nine-month delivery schedule. The basic system is compatible with equipment now in use and can be readily applied to payroll, billing and inventory control jobs, sales analysis, statistical reports and savings and mortgage loan accounting. It can be easily expanded to include complex production control, planning and scheduling, wholesale billing and similar jobs. **For More Information Circle No. 103.**

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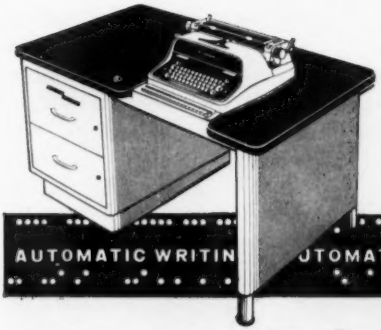

The remarkable, automatic, systems writing Automat, with unlimited selectivity and punched tape reproduction. The photo electric tape reader with electronic data conversion and relay controlled, automatic typing mechanism —guarantee completely reliable operation and utmost speed: 800 strokes per minute.

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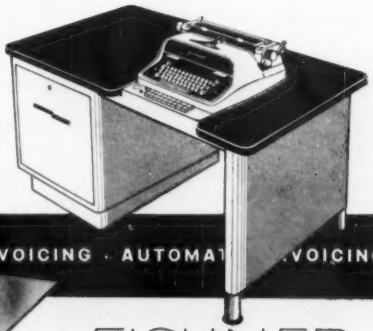

AUTOMATIC INVOICING · AUTOMATIC INVOICING · AUTOMAT VOICING

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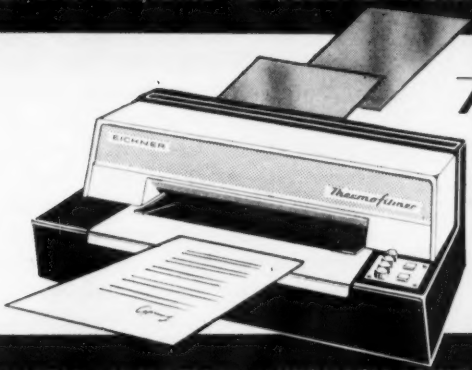

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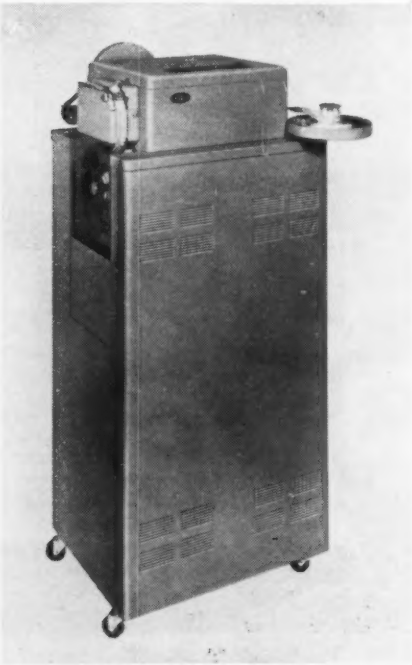
For More Information Circle No. 259

Punched Tape Transceiver

THE DUAL TELEDATA Model 8C is an 8-channel code transmitter-receiver developed by Friden, Inc., San Leandro, Calif., to provide transmission of a single, continuous tape at double the speed of a similar standard model Teledata. This is accomplished by transmitting alternately over two transmission channels, each operating at the normal speed of 75 bits per second. All features of the standard Teledata are retained including a double parity checking arrangement providing a high degree of assurance that received codes punched in tape are identical to transmitted tape codes.



Friden Dual Teledata.

The Dual Teledata console cabinet contains all equipment for transmitting and receiving punched tape, including a single reader-punch chassis and two transmitter-receiver chassis. Space is also provided in the lower portion of the cabinet for mounting channel deriving equipment when the Dual Teledata is connected directly to a voice circuit.

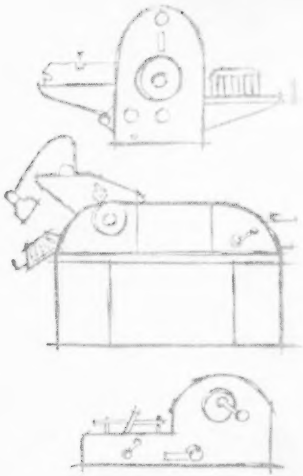
The transmitter-receiver operates in either half or full-duplex systems. In a half-duplex system it can transmit 850 characters per minute in either direction, but not both directions simultaneously. Full-duplex transmits 850 characters in both directions (1700 characters per minute) simultaneously. A built-in double parity check detects errors caused by bits or transients encountered on transmission circuits.

The Dual Teledata reads 8-channel tape containing any type 7-bit, self-checking codes in 7-channels, with provision for reproducing the 8th bit when used with carriage return or end-line code. Depending on the telephone facility, it is possible to utilize four Teledatas on the same circuit. A minimum of manual controls simplify the operator's duties. These include a master power switch, tape feed switch, and read switch. A transmit-error light glows when equipment is not in proper condition to transmit tape or when an error is detected in transmitting. A receive-error light glows when equipment is not in proper condition to receive tape, or when receiving error is detected. **For More Information Circle No. 104.**

R

for better reading

Bergstrom's ODIN® office printing paper is a new product of contemporary paper technology. In mimeo, duplicator and bond finishes, in quiet-white and readable colors, ODIN® "gets things read."



Advanced Bergstrom paper packaging saves paper (and hands and fingernails, too). The "courtesy" cartons are easy to open and completely re-usable. Each pack zips open and then becomes a pouch for neat, identifiable shelf storage of remaining paper. — Samples from your paper merchant, or wire . . .

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For More Information Circle No. 223

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EVERYTHING SHARP AND CLEAR, NO FUZZY EDGES, NO BROKEN LETTERS, NO SMEARS with the famous light-weight Elliott addressing stencil, even after long usage. This is the stencil that packs so compactly, handles so lightly, perfectly designed for selectivity operation — all at an incredibly low cost. This is the stencil that can be typed on any ordinary typewriter, no expensive special equipment necessary.

That's why businesses big and businesses little all over the country use the Elliott Addressing System, designed to suit mailing lists from hundreds to millions, to address mailing pieces from small size cards to mammoth broadsides.

ELLIOTT

35,000,000 Americans moved last year. The Elliott Addressing System easily keeps pace with your ever-changing mailing lists.

LIGHTWEIGHT — *a whole trayload of 125 stencils weighs only 8 ounces.*

TYPEWRITEABLE — *anyone who can run a typewriter can make stencils.*

MAXIMUM SELECTIVITY: *Elliott can automatically imprint specially chosen names for any special job. Hundreds of selective addressings possible.*

For More Information Circle No. 305

Elliott Addressing Machine Company
143 Albany St., Dept. O-100, Cambridge, Mass.

Please send me information about the cost-saving Elliott Addressing System suited to my size mailing list, which is .....

Name & Title _____

Company _____

Type of Business _____

Street & No. _____

City _____ Zone ____ State _____

$MALL CAMERA

BIG PROFIT$!

THE ESCORT CAMERA 11 x 14

A low cost, all metal, horizontal camera for all users of small offset presses.

Easy-to-operate: Waist-level copy loading, select reduction or enlargement, switch on power and expose.

The ESCORT is easy to use with the popular reproduction methods, such as: the Kodak Ektalith Method, Gevacopy, Xerography, etc. Its efficiency and versatility for quality line-work, solids and halftones make big profits for the office, in-plant or commercial shop.

Write today for free literature and prices.

Companion Unit
Plastic sink with temperature regulator

Dealers in all Principal Cities

W.A. BROWN

MANUFACTURING COMPANY 608 SOUTH DEARBORN STREET CHICAGO 5, ILLINOIS

For More Information Circle No. 355

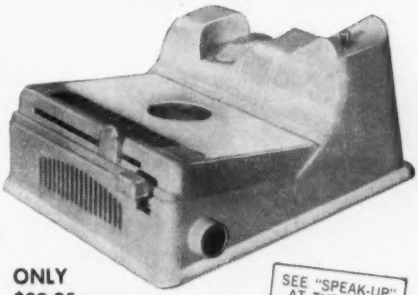
Portable Card Punch

A SMALL portable electric key punch called the Vari-Punch is made by Varifab, Inc., High Falls, N. Y., in two models: one for 40-column tabulating cards, the other for 80-column cards. Using standard IBM cards, the Vari-Punch allows complete visual control for accuracy by printing numbers as it punches. Convenient tab setting makes it easy to set for specific forms. Unit has standard ten-key keyboard plus the tab and space buttons.

Designed for field use in branch offices, in the plant, shipping and receiving departments, ticket and collection offices, etc., the Vari-Punch is only 8″ long, 5″ wide and 3″ high. It operates on 115-volt AC. **For More Information Circle No. 105.**

"I've taken a liking to this new man."

YOUR
PROFITS GO UP
WHEN YOU PROMOTE
"SPEAK-UP"



ONLY
$39.95 LIST
INCLUDES 9 volt battery

SEE "SPEAK-UP" AT THE SHOW OCT. 15 thru 18 SPACE 410

1 PIECE TRANSISTOR
ELECTRONIC TELEPHONE
LOUDSPEAKER INDEX

- NOTHING TO INSTALL
- NOTHING TO CONNECT
- NO EXTRA CHARGES ON PHONE BILL
- WORKS WITH ANY PHONE!

Fully transistorized, ORCOA "SPEAK-UP" works electronically the second you place the phone receiver on it. It switches off the moment the phone is removed. SPEAK-UP amplifies the caller's voice as much as desired, while picking up the receiver's voice clearly and audibly.

ORCOA "SPEAK-UP" operates on a single battery system, replaceable in seconds, for pennies, and has a complete 90 day guarantee. Available in Ebony or Ivory finish. Weight: less than 24 ozs.

Perfect for: Telephone conferences, dictating to secretary, active stock rooms, all 1-man-1-girl offices, busy bookkeeping & billing departments, students, busy housewives.

ORCOA "SPEAK-UP"
59 Hempstead Gardens Drive, West Hempstead, L. I., N. Y.

MAIL COUPON TODAY!
ORGAN CORP. OF AMERICA
Orcoa "SPEAK-UP" Division
59 Hempstead Gardens Drive, West Hempstead, L. I., N. Y.
Gentlemen:
☐ Please rush full information
My Name _____
Company _____
Address _____
City _____ Zone ____ State _____

For More Information Circle No. 470

Recorders Monitor Machine Use

FULL UTILIZATION of office machines is a problem inherent to the growth of the insurance business. Home Life Insurance Co. is a prime example of an insurance company that has grown tremendously since it was founded a century ago. When Home Life was born in 1860, 43 insurance companies were conducting business. About 16 of these firms have since dropped out of sight, while Home Life has greatly expanded its services.

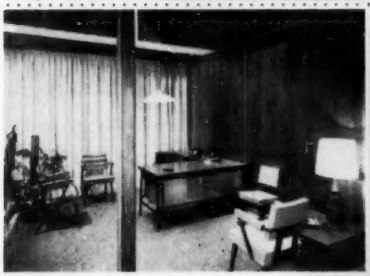
Home Life employs 600 people in its home office located in Manhattan's financial district. It services branches across the country and handles over $2 billion in ordinary and group life insurance as well as other group coverages.

Forty years ago, Home Life's tabulating installation was operated as a part-time assignment of one or two clerical employees. The tabulating section now employs 25 working a double shift (20 people work days, five work nights). As personnel increased, equipment and methods advanced. Eight million cards are now processed yearly for premium billing and accounting records, loan transactions, payrolls, claims, valuation of reserves, dividend calulations, mortgage recording and statistics on many other company operations. The tabulating section issues reports daily, weekly, monthly, quarterly, yearly, bi-weekly, bi-monthly and at other intervals. Premium billing involves preparation of some 30,000 premium notices a month.

Enlargement of the tabulating section included the recent introduction of six new machines. Four are printing and accounting machines for the preparation of all reports requiring sum-

Richard H. Dyer, assistant methods manager at Home Life Insurance Co., New York, studies the record of machine utilization on a Time Recorder-Totalizer tape.

SOUTHLAND LIFE in Dallas, winner in the large office division, was equipped with departmental and general office furniture by Stewart Office Supply Company.



Winner in the small office category was the **LOUISIANA COMPANIES** in Baton Rouge. Executive and general office furniture for this installation was furnished by The Louisiana Office Supply Company. Interior decoration by GF Studios.

Two GF-furnished offices are "Office of the Year" Award Winners

Each year OFFICE MANAGEMENT MAGAZINE, with the cooperation of members of the American Institute of Architects and the Association of Consulting Management Engineers, selects the outstanding offices of the year. Top honors for 1959 went to two Southern offices – one in Texas and the other in Louisiana. The winners were the Southland Life Insurance Company and the Louisiana Companies, both of which were furnished by GF dealers with General Fireproofing furniture.

Whether you are furnishing new or remodeled offices, or just adding to or replacing existing equipment, your nearby GF branch or dealer is as close as your phone. Call him for information, planning help, demonstration or free trial. The General Fireproofing Company, Department L-37, Youngstown 1, Ohio.

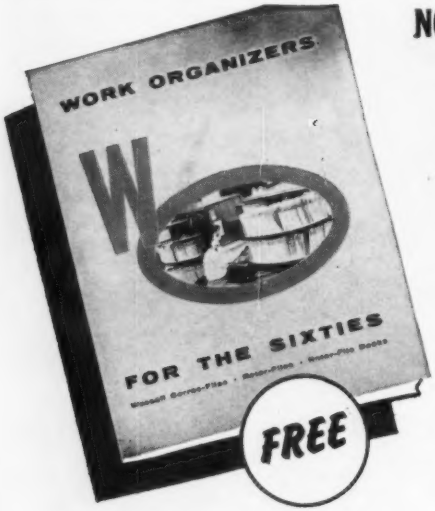
GENERAL FIREPROOFING
BUSINESS FURNITURE

Visit us at the OEMI BUSINESS EQUIPMENT EXPOSITION
Los Angeles Sports Arena • November 1-4

For More Information Circle No. 248

marized totals with complete descriptive information. The fifth is a statistical machine for card sorting and arranging, as well as for printed summaries. The sixth computes results by multiplication, division, addition, substraction, or any combination of such calculations, and also punches total cards for selected card groups. A single series of daily reports on premium accounting consumes 11 hours of machine time. On an average, a machine handles 10 to 13 complex tasks per day.

The introduction of machine methods solved one problem only to create another—the cost of the machinery itself. Rental costs involved so large a financial outlay that optimum utilization of the machines became necessary. Richard H. Dyer, assistant methods manager, who investigated the problem of measuring utilization of the new machines, recommended installation of Time Recorder-Totalizers on the equipment. Developed by Standard Instrument Corp., New York, these simple electromechanical devices have been used for years by virtually every large industry in the U.S. to record



NOW READY FOR MANAGEMENT

32 PAGES OF ANSWERS

to High Clerical Costs

Here is the story of the new Wassell Work Organizer principle of filing — full of ideas and examples of how major firms are using Wassell filing systems to save time and dollars.

"There are twice as many office workers today as in 1940; 100,000 more than a year ago."

—National Machine Accountants Association, January 1960

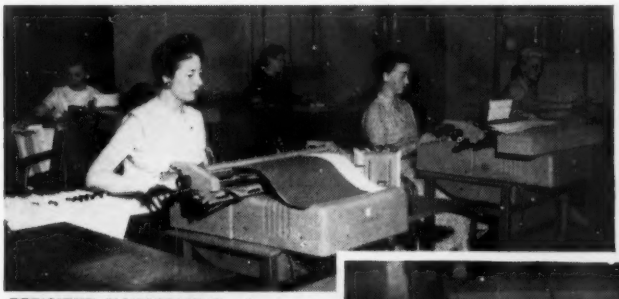
"In manufacturing industries, the rate of growth of non-production workers since 1947 has been about 15 times that of production workers."

—Office Equipment Manufacturers Institute, September 1959

WASSELL ORGANIZATION, INC. DEPT. 0-10, WESTPORT, CONN.

See all Wassell's time saving equipment at the Business Equipment Exposition in Los Angeles November 1-4.

For More Information Circle No. 361



EFFICIENT MANAGEMENT, plus versatility of National Machines, produce unusual reductions in operating expense.

J. H. ARMSTRONG, Secretary - Treasurer, Virginia Transit Company.

EXTERIOR of Virginia Transit Company.

TRUCK REPAIR INVOICING and accounts receivable posting are accomplished at one operation with this National System.

"Our *National* Accounting System saves us $30,000 a year... returns 100% annually on investment!"

—**Virginia Transit Company,** *Richmond, Va.*

"Efficient record keeping is most necessary in the bus transportation business today. For this reason, we have installed a National Accounting System. Its performance has been very rewarding.

"We use our National System for a variety of applications. These applications are: Payroll Accrual; Payroll Records and preparation; 941-A forms; W-2 forms; Vouchers Payable; General Ledger; Parts Inventory Control; Purchase Control, and Distribution. Miscellaneous applications include: Accounts Receivable from employees; Bill and Charge for Charter Service. Our National Accounting Machines are extremely flexible and fast. Their speed enables us to maintain a maximum workload with a minimum number of personnel. This speed also lets us keep our records far more up-to-date than before.

"Our National Accounting System saves us $30,000 a year . . . returns 100% annually on investment."

J. H. Armstrong
of Virginia Transit Company

Your business, too can benefit from the many time- and money-saving features of a National System. Nationals pay for themselves quickly through savings, then continue to return a regular yearly profit. National's world-wide service organization will protect this profit. Ask us about the National Maintenance Plan.

*TRADE MARK REG. U. S. PAT. OFF.

*National**

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ADDING MACHINES • CASH REGISTERS
ELECTRONIC DATA PROCESSING
NCR PAPER (NO CARBON REQUIRED)

THE NATIONAL CASH REGISTER COMPANY, Dayton 9, Ohio
1039 OFFICES IN 121 COUNTRIES
76 YEARS OF HELPING BUSINESS SAVE MONEY

For More Information Circle No. 226

COMPARE ADDRESSING COSTS

and You'll Select the Model 10 Scriptomatic Addressing Machine!

SAVINGS PLUS FLEXIBILITY . . .

Combination of addressing equipment and punch card procedures without sacrifices or compromises.

Card master that can contain record of the individual . . . that can be updated with additional information . . . that prints *directly* to a wide variety of mailing pieces.

Card master from which a hand impression can be taken at the files.

Mechanized statistical audit directly from punched card masters . . . automatic in-filing and extraction.

Minimum file space (120 to the inch !).

Selectively print and/or skip without rearranging master file.

COST OF NEAREST COMPETING EQUIPMENT VERSUS SCRIPTOMATIC MODEL 10

MACHINE X	$1,335	NEW MODEL 10	$1,990
Feeder	709	Feeder	690
Embossing Unit	1,560	Master Card Writer	670
(Typical Case History) 21,000 Plates* embossed and assembled	1,050	(Typical Case History) 21,000 Master Cards,* typed, including carbons, etc.	362
Required Filing Equipment	339	Required Filing Equipment	53
Total Cost	$4,993		$3,765

**Every installation has specific requirements. Use this typical comparison as a guide for determining your relative costs. The more masters you require the greater the gap of cost comparison between Scriptomatic Card Masters and other address plates or stencils.*

THE MORE YOU GROW THE MORE YOU SAVE . . . WITH SCRIPTOMATIC MODEL 10

Designed to bring Scriptomatic advantages within reach of small list users, the new Model 10 actually saves you more as your operations and your mailing lists grow. For example, costs for handling a list of 50,000 names with Machine X would be $7,074.00, as compared to Scriptomatic cost of $4,338.00. For 100,000 names, compare Machine X at $10,524.00 with the Scriptomatic Model 10 at $5,325.00!

WRITE FOR BULLETIN "ADVANCED APPROACH TO ADDRESSING AND DATA WRITING" TODAY. SCRIPTOMATIC PRINTS FROM CARDS . . . WITH DOUBLE THE FLEXIBILITY . . . AT HALF THE COST.

S 1002R

Scriptomatic®

SCRIPTOMATIC, INC.

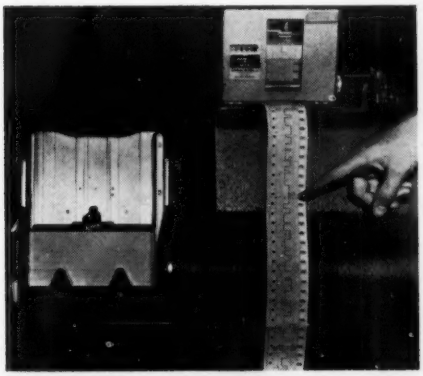
1101 Vine Street, Philadelphia 7, Pa.

For More Information Circle No. 317

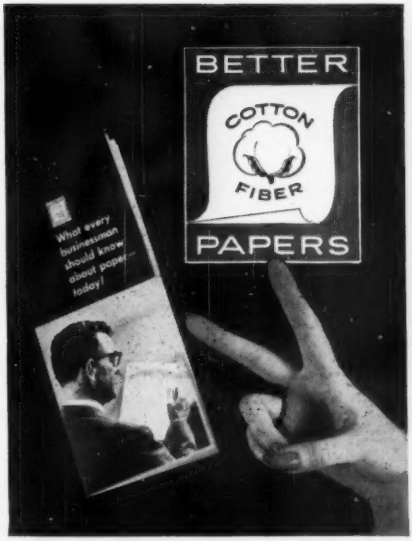
on-off time of thousands of production machines and processes.

The Time Recorder-Totalizer is ideal for monitoring office machines. A chart roll, time-printed and driven at constant speed through the instrument, is continuously marked by a stylus. The left side of the tape represents "on" time, the right, "off" time. Position of the line drawn by the stylus indicates to the fraction of the minute the on-off pattern of the machine to which the recorder is electrically connected. An access window permits operators to note directly on the tape their initials, job number, and reasons for downtime. A six-digit register (totalizer) shows the total amount of productive running time for any period. This may be accumulated in hours, tenths and hundredths.

The recorder can be wired to the circuit of any business machine to register productive operation only, as opposed to simple idling time. Cables pre-cut to length and standardized connections make the instrument, once



Time-printed chart roll from Time Recorder-Totalizer monitors on-off time of this accounting machine.



Two guides that point the way to better paper buying

The free booklet tells *why* papers made with cotton fiber offer you more in prestige, permanence, performance. The "Better Papers" emblem tells *who* makes them. Send for the booklet; watch for the emblem.

BETTER PAPERS ARE MADE WITH COTTON FIBER

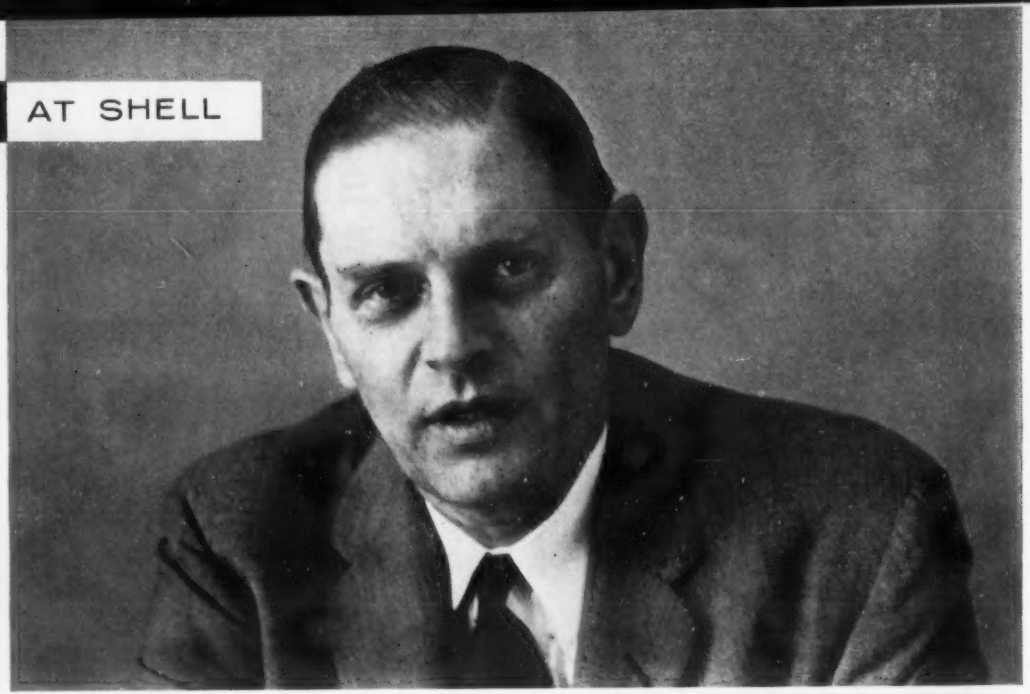
BETTER COTTON FIBER PAPERS

Cotton Fiber Paper Manufacturers, 122 East 42nd Street, New York 17, N. Y.

LOOK FOR "COTTON" OR "RAG" IN THE WATERMARK OR LABEL

For More Information Circle No. 384

CONTROL AT SHELL



J. W. Haslett, Methods and Procedures Manager, Shell Oil Company

How Shell Oil gets out 50,000 statements a day

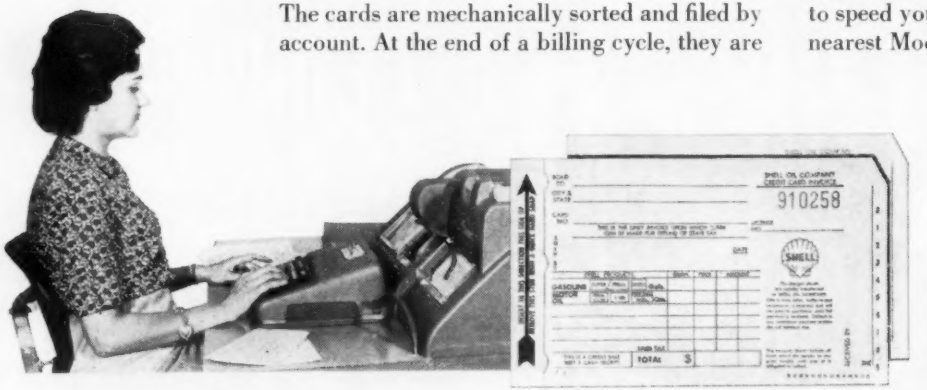
Shell Oil Company's new automated system speeds the processing of paperwork involving 60,000,000 forms. The system maintains a high degree of accuracy, and has improved billing service to over 1,000,000 credit card customers. run off on electric accounting machines which automatically print a complete statement and punch a return card for the customer. After being microfilmed as a permanent record, the cards are sent with the statement.

The basic unit in the system is the sales ticket—a two-part tab card set. At the time of sale, the customer's credit card is used to imprint his name and address; the details of the transaction are entered by hand. Part 2 of the ticket goes to the customer. The tab card (Part 1) is forwarded to the company's main office, where the handwritten information on the card is punched into the card itself.

The cards are mechanically sorted and filed by account. At the end of a billing cycle, they are

Automation has virtually eliminated transcribing errors. Processing is faster at every stage, from the point of sale to the reconciliation of receipts. The sales ticket is a specially designed Moore form—the Company's control in print.

The Moore representative worked closely with Shell in developing the forms that make this ADP (Automated Data Processing) system work. For more details on what Moore can do to speed your paperwork, get in touch with the nearest Moore office. No obligation, of course.



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Niagara Falls, N. Y. • Denton, Texas
Emeryville, Calif. • Over 300 offices and factories throughout the U. S., Canada, Mexico, Cuba, Caribbean and Central America.

Build control with

MOORE BUSINESS FORMS

For More Information Circle No. 319

Operator writes job number and reason for downtime directly on tape. This record of machine performance allows accurate future work scheduling.

installed, instantly removable or interchangeable. A pilot light glows whenever the monitored machine is operating productively.

The first and most obvious result of the recorder installation was the furnishing of accurate cost accounting data. Machine rental and operators' salaries could be allocated exactly to the proper operation and department. The recorder tape charts showed what times of the day, week or month the heaviest and lightest machine utilization could be expected. With this information, future work could be scheduled realistically. Each machine could be used to the maximum for savings in manpower and machine rental costs.

Pinpointing human or machine failure was another valuable contribution of the recorders. Operators' notations on the tape indicated the reason for downtime (incomplete material supplied, mechanical breakdown of machines, etc.) Precautionary measures

A-DRESS-R

METAL PLATE ADDRESSING MACHINE

Uses standard Speedaumat plates that change automatically. Consecutive, repeat, skip action. Prints thru a ribbon that winds and reverses automatically. Simulates typing with choice of black or colors. New plates are quickly obtainable thru A-dress-R 48 hour mail order service or from dealers in principal cities. Takes any size piece up to 14" x 17". Feed and disposal hopper capacity 150 plates. Adjustable guides provide dependable registration. Speed up to 1300 IPH. Makes carbon copies. Made with extra heavy construction—cast iron base. Weight 30 lbs. Guaranteed for one year. Other models available.

Write for Circular "A"

NETTLE MANUFACTURING CO.

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For More Information Circle No. 383

FIFTY BILLION DOLLARS CAN'T BE WRONG!

Model 99
with AUTOFLOW
$199.00 (slightly higher west of Rockies)

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NORD AUTOFLOW copying machine

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CENTRAL POWER & LIGHT
E. I. duPONT deNEMOURS
ENDICOTT JOHNSON
YALE UNIVERSITY
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ARIZONA STATE COMM. OF AGRICULTURE
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NO CHEMICALS TO MIX • NO LIQUIDS TO HANDLE

NORD gives you DRY HANDLING and still copies all colors and all inks.

NORD Autoflow gives pin-point sharp reproduction every time. Every copy – the first or the thousandth – crisp clean, printed page sharp – from originals that are hand written, typed or printed, whether single pages or bound books . . . even photographs with tone and shade intact – on 15 different types of paper . . . including acetate.

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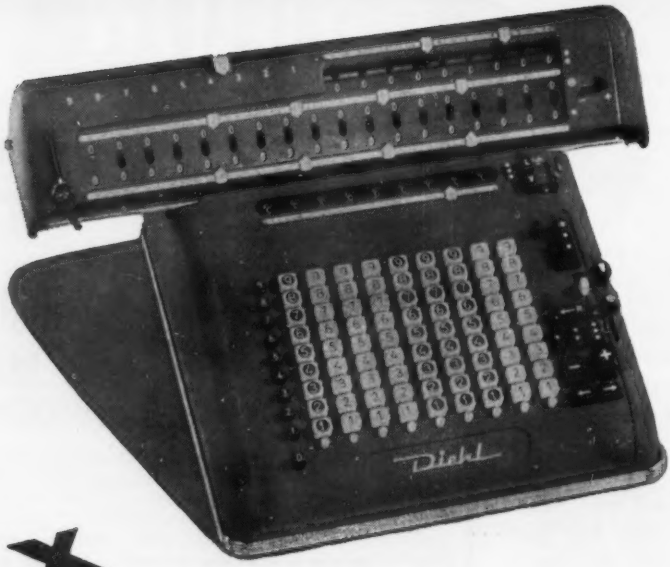
City..... State.....

For More Information Circle No. 316

Diehl

Automatic
Calculating Machine



Diehl

CALCULATING MACHINES, INC.

527 MADISON AVENUE, NEW YORK 22, N. Y.

Telephone: ELdorado 5-6066

For More Information Circle No. 326

SCHERTEL

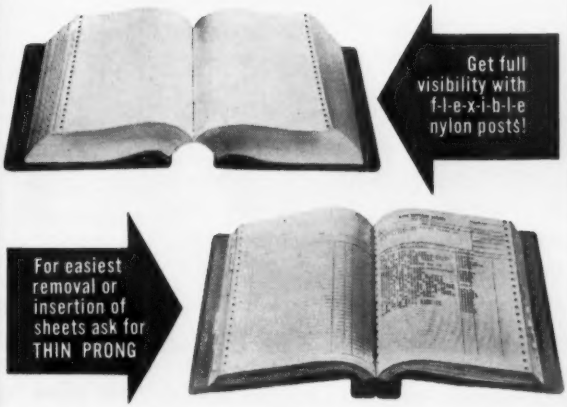
could now be taken to eliminate the source of repeated stoppages.

Check on operators' skills was also facilitated. Notation on tape of operators' initials and project numbers provided a clear index of which operators were running which jobs. Study of a series of tapes indicated the status of operator experience, served as a guide to training programs.

Operators, who had formerly found it difficult to keep handwritten time records of their productivity, regarded the recorders as integral parts of the machines and soon took their presence for granted. The operator furnished his initials and project number. The instrument furnished the time record. The result was a clear and precise picture of productivity.

The totalizing register of the recorder was used two ways. One was to supply the total productive machine time in any one period. For example, a glance at this register would show that Machine A had been productively employed for 5.3 hours in an eight-hour shift. The totalizer eliminated the need for adding up the "on" portions of the chart record. A second function of the totalizer was to indicate when a machine had reached the number of operating hours at which a preventive maintenance check-up was desirable.

NEATEST WAY TO BIND YOUR BUSINESS



And these are only two of the styles available in the Cesco Line, which also include a binder for every purpose for holding bursted or unburst marginal punched forms. Write for your copy of Catalog "L".

YAWMAN & ERBE, C. E. Sheppard Co. Div.
44-11 21st Street • Long Island City 1, N. Y.

For More Information Circle No. 381

Simpler Programing

A PROGRAMING SYSTEM using simple English words has been developed by Radio Corp. of America, Camden, N. J., for use initially on the 501 computer. The RCA 501 Cobol (Common Business Oriented Language) Narrator was created by a committee of computer manufacturers at the request of the Department of Defense to provide a standardized language that would be interchangeable among systems of various manufacturers. RCA is the first company to implement the language. The system will shorten the training time of programers to as little as one week.

Instead of complex numerical code, the computer is programed to accept words chosen by the user that are related to the business involved, such as payroll file, wage, employee number, tax, etc. It is also programed to accept some 20 verbs as commands, such as write, read, divide, add, display or move; also a number of conjunctives to link the verbs to the English nouns.

The words are punched on paper tape by a machine resembling a typewriter, then transferred to magnetic tape and fed to the computer. The English commands are translated into machine instructions and the computer does what it is told. The new system permits the user to write an instruction such as "subtract deductions from gross giving net," whereas under the old system this would be written: "72-010237-00-600-000" and two other numbers equally long. The RCA 501 Cobol Narrator system will be ready for use with RCA's 501 electronic data processing system this month and will be applicable to the RCA 301 and 601 systems, being produced later this year. **For More Information Circle No. 102.**

Systems Course

IN ANNOUNCING its on-the-job Professional Systems Course, Leslie H. Matthies, director, Foundation for Administrative Research, states: "the key question asked by dynamic managements today is 'how available is administrative information in our organization?' Answering this question has resulted in our progress in electronic data processing, but manual methods still pay off."

The course allows top management to train a "company man": for work simplification in its own organization; to use data to integrate the organization; for analyzing administrative operations to increase productivity and lower costs.

It covers 17 basic subjects developing skill in organization planning, procedures writing, policy development, manuals preparation; records management; office layouts, reports and utilization of tabulating and other electronic machines. There are 50 weeks of study requiring about five hours per week. Registrants will be accepted four times a year. The November session is now open to registration. Fee, with all supplies included, is $250. Interested persons may get details from Systemation Seminars, Ross-Martin Co., Box 800, Tulsa 1, Okla., or **Circle No. 194.**

For More Information Circle No. 208→

Your Six-Step Test to better dictation is on the other side. Try it now . . . judge for yourself!

Fill out and mail card today for free literature.

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BUSINESS REPLY CARD

No postage stamp necessary if mailed in the United States

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Stenocord Of America, Inc.

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The six-step test of a modern Dictating Machine

for you to judge — before you buy or lease*

Savings: What are your **real** savings of time and money? First compare your big expense . . . the "hidden" costs of operation (maintenance, replacement cost of medium, training time, versatility). **Stenocord's price: $199.50. "Hidden" costs: None!**

Medium Used: Belt, tape, disc, sheet or wire? Monthly cost? Reusable? Good fidelity? Easy to mail? **Stenocord's REUSABLE MAGNETIC BELT may be used hundreds (even thousands) of times, and mailed in regular envelopes with no change in original quality.**

Reliability: Good fidelity every time? Nationwide service guarantee? Maintenance problems? **World's leading firms recommend Stenocord's unequalled dependability (Underwriters' Laboratory Approved).**

Versatility: Pinpoint fingertip scanner? One unit for telephone recording, conferences, dictation **and** transcription? Car adapter? Speed control transcriber? **Stenocord handles it all! Does everything others SHOULD do . . . better, faster, easier.**

Controls: Simple to use — easy to find? Or are buttons, knobs and gadgets all over the machine and microphone? **You instantly and precisely control dictation, review, correction, start, stop and erasure instantly with Stenocord's remarkable single control microphone.**

Construction: Strong enough to take years of punishment? Is body made of plastic or metal? Quality sacrificed to reduce costs? **See Stenocord's superb craftsmanship reflected in every phase of construction — including its light, rugged aircraft-alloy frame — and price is only $199.50 plus tax!**

the Stenocord magnetic belt

fold it

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RIGHT or WRONG in Employee Relations

A ROUND-UP of day-to-day employee problems and how they were handled by management. Each incident is taken from a true-life grievance which went to arbitration. Names of some principals have been changed.

Can You Fire an Employee for Leaving Without Permission?

What Happened:

Winston Lingar, six years with the company, went out in the middle of the morning to buy something in the drugstore—without asking for permission to leave. He was gone for about 25 minutes. When he returned he was fired. The company gave the following reasons:

1. We have had a rule for many years that employees who leave their jobs without permission can be discharged.

2. Violation of this rule has been getting serious and we have to crack down sometime.

3. You knew we were going to get tough because only last week we posted the following notice on the bulletin board: "The practice of quitting early, leaving the department without permission, visiting other departments and leaving the building during working hours must stop. Our *cost* is rising due to this loss of time and production. Leaving the premises while on duty, without permission of the supervisor, is one of the causes for discharge. *This will be strictly enforced.*"

The worker told the arbitrator:

1. This rule has been violated for as long as I can remember. Therefore, it is ineffective.

2. I never saw that notice on the bulletin board. It was put up in another department.

3. No one said that this rule was going to be enforced.

4. I'm not one to violate rules—I've a good record here.

Was the Employee:

RIGHT ☐ **WRONG** ☐

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WHAT ARBITRATOR MARK L KAHN RULED: "Discipline should be administered in a manner consistent with past practice. The longstanding practice of leniency which had existed should not be changed without discussion and notice to all employees. Including his observation of the witnesses and analysis of their testimony, the arbitrator thus finds that this kind of misconduct was generally condoned, at least at the lower supervisory levels. The arbitrator is persuaded that it has been a common practice for many years for employees to leave the premises without permission during their working hours. The record indicates there was no company-wide or division-wide program for dealing with this. By virtue of its own inaction for many years, the company is responsible for Lingar believing he could leave the premises without permission and not incur a serious penalty, even if caught. The employee is to be reinstated, without back pay."

Has the Company the Right to Make New Rules?

What Happened:

For many years employees were permitted to take breaks for coffee whenever they felt like it. This hit-or-miss taking of refreshment breaks grew to such proportions that operations were hindered. Finally the company took action. It issued a rule which limited coffee breaks to specified times—morning and afternoon, and required all employees to take the break at the same time.

The employees protested: "You can't do that. You can't set up a new rule just like that. You've established a precedent. Let's sit down and negotiate. You're changing working conditions and that requires bargaining."

When the company refused, on the grounds that it has a right to establish new rules in the interests of efficiency, three employees decided to test management's authority. They took breaks whenever they pleased. They were given warning notices which went into their personnel files. The issue went through the grievance machinery and finally to arbitration.

Was the Company:
RIGHT ☐ WRONG ☐

WHAT ARBITRATOR ROBERT G. McINTOSH RULED: "The basic rule of labor-management relations is that

New "Sav-a-Step" control bar takes one-touch totals and sub-totals

New one-touch control lets operator take totals or sub-totals automatically on one split motor bar. Greater speed, accuracy, and convenience.

Automatically prints subtractions, credit balance in red. (Symbols are extra large, easy to read.) New contour keys are easy on your fingers. Whisper-quiet operation. Electrified correction key gives instant, one-touch clearance.

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For More Information Circle No. 308

management has all rights except those which it has bargained away in a contract. Among the prerogatives of management there has always been the right to make reasonable rules for governing the conduct of the organization and its employees. There is no contract here that has any provision governing the making of rules. Hence, there is no question that the company does have the right to make rules. Management is charged with a duty to see that the organization is run efficiently and the employees owe the duty to cooperate in every way. Without the mutual assistance of the parties and the loyal and interested working of the employees no business organization could operate and make sufficient income to pay wages. Here all the company did was to establish the right to the 'break' and set a specific time wherein it would be taken. That is not a change in working conditions but a mere establishment of order. Management was completely within its rights."

Can Demotion Be Used as a Form of Discipline?

What Happened:

It was a holiday but the supervisor found it necessary to call in some workers. The employees didn't like the idea of coming in and the strongest complainant of all was Walter Raskin. He was the leader of the crew, so it was his job to hand out the work, to check up on the progress made and to report back to the supervisor.

In this emergency Walter fell down on the job. The work just never got done on time. Supervisor Jones felt that this failure was caused by Walter's attitude. The supervisor was sick and tired of this kind of "progressive inefficiency" and decided to teach Raskin a lesson. He demoted him to a lower-pay job.

In spite of Raskin's protest, the company backed up the supervisor's action. Raskin had a simple, one-sentence defense at arbitration: "You can't use a demotion as a way to discipline an employee."

Was Raskin:

RIGHT ☐ WRONG ☐

WHAT ARBITRATOR B. MEREDITH REID RULED: "Arbitrators, as a general rule, will not permit management to use demotion as a form of discipline, unless an agreement specifically provides for such, for to do so would abridge employees' seniority rights."

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For More Information Circle No. 266

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State Photo Supply Co.
116 State St., HO 3-6633

BALTIMORE, MD.
Modern Duplicator Co.
200 E. Lexington St., MU 5-1234

BINGHAMTON, N. Y.
Stickley-Siver, Inc.
107 Chenango St., RA 4-4336

BOSTON, MASS.
Van Son Holland Ink Co.
286 Summer St., HA 6-2579

BRIDGEPORT, CONN.
Frank McGuire & Son, Inc.
863-865 State St., FO 8-1681

BUFFALO, N. Y.
Frontier Business Systems
209 Dartmouth Ave., UN 1200

CHATTANOOGA, TENN.
Litho Plate Co., Inc.
2205 Vine St., MA 4-2671

CHICAGO, ILL.
Copease Corporation
228 N. LaSalle St., ST 2-1383
General Plate Makers Supply Co.
5441 N. Kedzie Ave., IN 3-2411

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David Z. Roth & Co.
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COLUMBUS, OHIO
The Thompson Co.
80 N. Third St., CA 1-5872

DALLAS, TEX.
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2206 Irving Blvd., RI 7-9888

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Southern Equipment Co.
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DENVER, COLO.
W. E. Petrie Co.
1008 Lawrence St., AL 5-1204

DETROIT, MICH.
Copease Corporation
13015 Puritan Ave., UN 2-2173

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Field-Parker Co.
310 Texas St., KE 3-5991

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Lincoln-Graphic Corp.
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The C. D. MacPherson Co.
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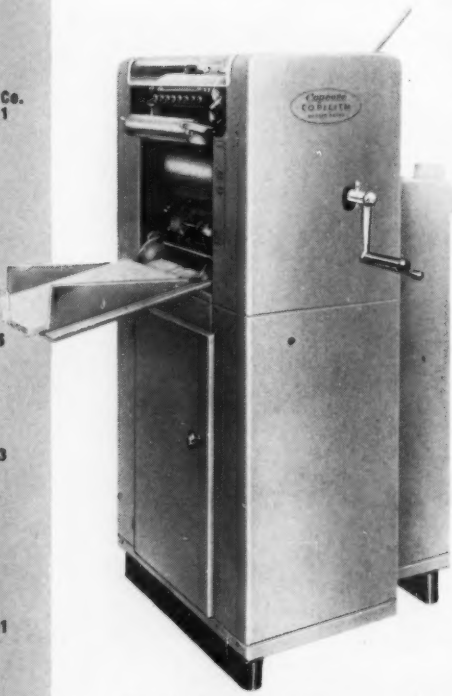
With a New Copease Copilith Junior

Holding back from upgrading your office duplicating to offset because of cost? Complexity? The need for elaborate accessories? Copilith Junior is your answer. It has all six office-designed features needed for true *office* offset duplicating.



SIMPLE OPERATION. No "priming." The Junior is ready to run in a moment. Three motions start or stop. Water and ink regulated automatically. Cuts off automatically if paper misfeeds.

EASY PLATE-MAKING. Draw, type, or write directly on the paper plate or photocopy on a metal plate. No darkroom. Ideal for forms, bulletins, sales literature, etc.

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For More Information Circle No. 264

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For More Information Circle No. 265

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3671 W. 6th St., DU 5-2881
Barker Products, Inc.
1508 S. Main St., RI 9-2341

MINEOLA, N. Y.
Van Son Holland Ink Co.
91 Union St., PI 6-2690

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For More Information Circle No. 258

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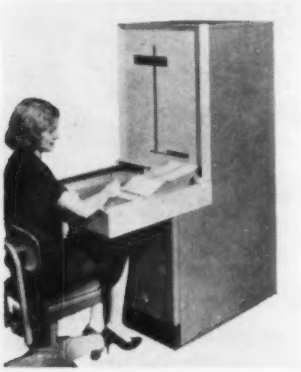
For More Information Circle No. 315

New Products

ELECTRIC CARD FILE

Remington Rand Systems Div., Sperry Rand Corp., 122 East 42nd St., New York 17, N. Y., offers an Electro Kardex file for the speed and efficiency of push-button filing in any office where visible



records can be profitably employed. At the fingertip control of seated operator are more than 4000 visible records filed under any one of hundreds of possible adaptations for inventory control, personnel records, purchasing, and controlling credit, production, costs, sales, etc. Operator pushes a button on selector panel to get any records within the unit. In seconds, a slide containing that record automatically positions itself before her, at posting level. A quick visual run down of the exposed edges of the pockets brings her to the specific one she wants; a final quick flip with her finger exposes complete record. Among styling innovations is a front panel above the desk-height work surface. Available in a two-tone combination of surf green and mist gray. **For More Information Circle No. 148.**

KEY PUNCH SOUND CONTROL

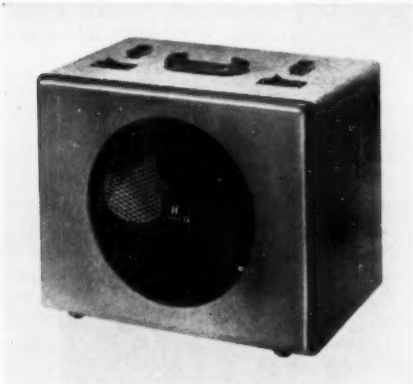
Gates Acoustinet, Inc., Box 2391, Buffalo 23, N. Y., announces development of an Acoustinet enclosure to quiet key punches, verifiers, tape-to-card machines, etc. It absorbs the noise at the punch before the sound can travel out to disturb office personnel. Gates guarantees the user a 50% reduction in sound. All units include lighting for machine operation. Complete access to all moving machine parts is provided. The Model IDP-100 actually rests on the key punch; no legs or fastening devices are required.

Units are shipped set-up; no installation needed. Acoustinets' styling enhances appearance of the average office. Reasonably priced and ready for immediate delivery. **For More Information Circle No. 172.**

AIR CLEANER

Minneapolis-Honeywell Regulator Co., 2747 Fourth Ave. S., Minneapolis 8, Minn., introduces a portable electronic air

cleaner which removes airborne dirt, pollen, bacteria, soot, smoke and other irritants as small as 1/2,500,000". Rated efficiency of the portable air cleaner is 90% measured by the National Bureau of Standards testing method. Particles are removed in a two-stage process: first, given a 6000-volt electrical charge; then attracted to a collector plate and permanently removed from the atmosphere. Odors



are removed through use of an activated charcoal filter. Unit can be carried easily from room to room, plugged into any electric outlet and requires no more power than a 40-watt lamp. If prescribed by a physician or purchased primarily for prevention or treatment of a particular illness, price ($229.95) is deductible for income tax purposes. **For More Information Circle No. 139.**

MICROFILM READER

Recordak Corp., 415 Madison Ave., New York 17, N. Y., announces the Recordak 310 microfilm reader which weighs only 23 lbs. and is less than 20" high. Attractively styled in two-tone green, it has a 9" x 12" viewing screen, tinted a soft green to ease operator eye fatigue, and accommodates 16mm unperforated microfilm in 100 ft. lengths. The 310 Reader serves as a companion to the Portable Microfilmer and fills the need for a low-cost extra reader for departmental use. Full 90° image rotation and film advance handle on the side of the machine for convenient scanning of microfilm. Reduction ratios available are 20:1, 24:1, 32:1 or 40:1. A basically similar reader,

Model 310-A, featuring 270° rotation was designed for installations where the duo method of microfilming is in use. **For More Information Circle No. 196.**

RUBBER CEMENT SPRAY

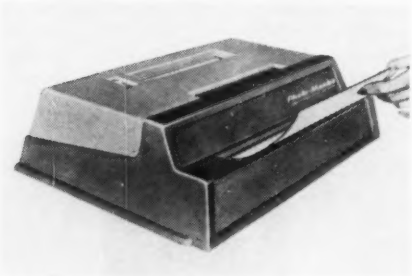
Exec Products, Inc., 625 West 140th St., New York 31, N. Y., announces development of a new method of dispensing

rubber cement. Exec Rubber Cement Spray is real rubber cement in a pressure spray dispenser. It is ideal for paper pasting. The 6 oz. can retails for 98c. Applicator

fits on the can and allows the rubber cement to be spread quickly and neatly. The attractive gold-and-black can was selected to fit comfortably in the hand for easy use. Exec Rubber Cement Spray is guaranteed not to dry out in the can. Consistency always remains the same; it never needs thinning. The pressure can allows the cement to be instantly ready for use. **For More Information Circle No. 115.**

PHOTOCOPIER

Formfoto Mfg. Co., 146 Home Avenue, Villa Park, Illinois, has developed the Photo-Master photocopier that copies anything printed, written or drawn, and produces clean, sharp copies in less than a minute. Formfoto has simplified the mechanics of quality reproduction and claims anyone can be an expert in minutes. Machine makes a permanent copy from any paper or card stock up to 9″ wide, black-and-white or colored, one- or two-sided, opaque or transparent. Copies hold



detail and color tone-value, including pencil, ballpoint ink and rubber stamping. Ruggedly constructed for long hard use, the streamlined design, corrosion-resistant base and plastic cover finished in two-tone gray, blend with all interiors. Rubber feet protect desk, table and cabinet tops. Photo-Master X-100, a 9″ machine that plugs into any electric outlet, is 19″ wide, 6″ high, 12″ deep; weighs 16 lbs., retails at $99.50. The larger model X-114 handles sheets to 14″ wide in any length and retails at a comparably low price. **For More Information Circle No. 142.**

DRINKING FOUNTAINS

Sunroc Corp., Div. DF, Glen Riddle, Pa., announces that two-fold drinking service is now available in Sunroc Drinking Fountains styled for one-step, low cost conversion to regulation electric watercoolers. These units provide facilities for unrefrigerated drinking water and, at the same time, facilities to meet probable future requirements for watercoolers. Practical and versatile, these units are said to

be ideal for limited budgets, yet are flexible. Conversion to watercoolers is accomplished easily and economically without disturbing initial installation and plumbing. Attractively styled with stainless steel tops, fountains are available in wall-hung or floor type models that fit flush to the wall. Both have a sanitary pushbutton hand control on the front of the cabinet, away from the chromeplated bubbler guard. The floor type also has a full width, stainless steel foot pedal for dual control operation. This model features a stainless steel base. Cabinet on both models is heavy welded steel with gray hammertone finish. Front panel assembly of floor model is available in choice of colors. Either model can be furnished with a chromeplated, pushlever glass filler. For literature and prices, **Circle No. 150.**

CHAIRS

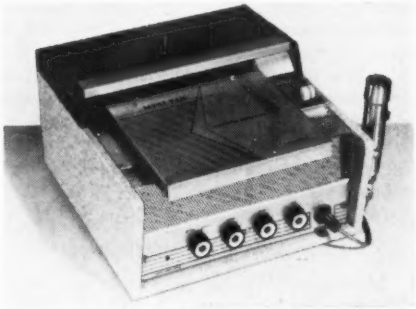
Cramer Posture Chair Co., 625 Adams St., Kansas City 5, Kan., introduces the 1600 Series of attractive and comfortable aluminum chairs. There are 12 matched chairs: executive, clerical, secretarial and side chairs. Each is graceful yet functional, with accent on "all-day" comfort. Made exclusively of aluminum by Alcoa, each chair has maximum strength with minimum weight and will give many years of maintenance-free service. All swivel models have Cramer's TurnOmatic mechanism which allows seated occupant to raise or lower seat simply by swiveling the seat. Other simple, fingertip adjustments properly fit each chair to its occupant for back height, tension, etc. Each chair has a non-revolving spindle for smooth non-wobbling seat action, plus custom engineered tilting mechanisms for greater comfort and efficiency. Seat plates are perforated for air flow and have thick foam latex cushions. Seat and back covers are removable and come in a variety of modern fabrics and colors. All models roll quietly on 2″ soft-tread casters. **For More Information Circle No. 125.**

MICR PAPERS

Nekoosa-Edwards Paper Co., Port Edwards, Wis., offers four papers for magnetic ink character recognition printing. Nekoosa MICR Bond is No. 1 premium quality, unwatermarked, sized for magnetic ink via letterpress, rubber plate and offset. Ardor MICR Bond is economical for MICR offset. Ardor MICR Rotary in rolls helps avoid MICR set-off (which hampers sorter-readers) on high speed rotary presses. All above in white, Subs. 20, 24. Nekoosa MICR Ledger (white, Sub. 24, with or without stain treatment) is super quality for MICR and spot carbonization. For informative MICR booklet, **Circle No. 212.**

BACKGROUND MUSIC SYSTEM

Musi-Pak, Inc., 145 Hudson St., New York 13, N. Y., introduces a controlled self-contained background music system, called Musi-Pak, which utilizes a continuous loop magnetic tape cartridge to play continuously. No larger than a typewriter, it can be purchased outright or leased on a monthly basis. User completely controls the mood of the music. A microphone input jack facilitates its use for paging,



announcements and other interoffice communications. Musi-Pak is inexpensive and there are no federal taxes, transmission problems, nor outside line interference. Each unit carries a warranty. Users of the system have at their disposal a large cartridge tape library of background music, containing hundreds of hours. Additional programs are added regularly. Special seasonal cartridges are also available. **For More Information Circle No. 149.**

PARTITIONS

Columbia - Hallowell Div., Standard Pressed Steel Co., Jenkintown 88, Pa., makes office partitions of stretcher leveled quality cold-rolled steel in all the colors of Columbia office furniture, and three standard heights: 42″, 54″ and 68″. Partition tops over 42″ high are supplied with clear or rippled opaque glass. Materials other than glass will be offered by the end

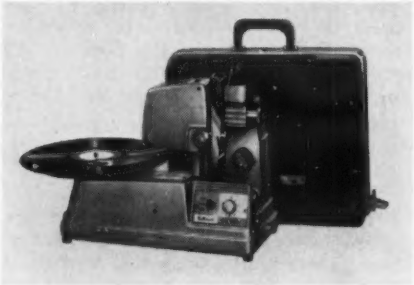
of the year. Panel widths begin at 12″ and increase in 6″ increments up to 60″, providing almost unlimited size-and-shape combinations for partitioning any office area. Optional steel base plates cover the 5″ space from floor to partition bottom for privacy. Joining-posts fit flush with partition panels for smooth-wall appearance. Adjustable feet on posts allow leveling partitions on uneven floors. Gates are all-steel or steel and glazed. **For More Information Circle No. 170.**

LAMINATION PROCESS

Minnesota Mining & Mfg. Co., Dept. SO-138, 900 Bush Ave., St. Paul 6, Minn., introduces a method of laminating papers, letters, cards, charts, photographs and other written or printed documents with plastic film on Thermo-Fax copying machines. The process extends the versatility of existing copying machines and involves no special equipment or adjustments. The laminating film permits protection of frequently handled papers, prevents tampering with identification cards and enhances appearance. Originals and sheets inserted in the copying machines emerge a few seconds later completely bonded with a tough, transparent seal that resists moisture, liquids, grease and smudges. Average cost of laminating an 8½″ x 11″ document on both sides ranges from 9c to 12c depending on quantities purchased. A document can be laminated on both sides in less than a minute. **For More Information Circle No. 156.**

SLIDEFILM PROJECTOR

Dukane Corp., St. Charles, Ill., has improved the function and styling of its 1961 Micromatic fully automatic sound slidefilm projector, incorporating in a single, compact, portable machine a 35mm filmstrip projector and record player which automatically synchronizes projected pictures with narration and sound effects. An improved lamp housing cover snaps up at the touch of a finger for quick, convenient service; better air space and circulation permits cooler operation and longer lamp life. An improvement in the tone arm, reducing weight and adding compactness, assures better needle tracking in record grooves. More attractive and smoother styling includes a warm gray



finish and a newly designed and strengthened molded plastic case in maroon and aluminum. The Redi-Wind film system completely eliminates film rewinding. Synchrowink film advance mechanism changes pictures in 1/20 second. Inaudible impulses of 30-50 cycles cut into records activate picture changes automatically without beeps or bells. Model 14 A 390 C is priced at $230. For descriptive literature, **Circle No. 154.**

LIGHTWEIGHT PAPER KIT

Ecusta Paper Products Div., Olin Mathieson Packaging Div., Pisgah Forest, N. C., has developed a special educational Wampum Kit for printers and purchasers of lightweight paper. Kit contains paper samples, examples of its use and a table providing at-a-glance information on mail-

ing costs of booklets. The kit has three booklets (Wampum, Trophies, and Try-Ems) containing generous samples and examples of letterpress and offset material. A fourth booklet holds swatches of the different papers. All are decorated in authentic Indian patterns. For this kit, **Circle No. 153.**

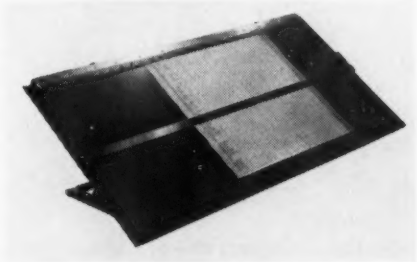
STACKING CHAIRS

Howell Co., 434 South 1st St., St. Charles, Ill., makes two styles of molded plywood seat and back chairs. Walnut woodgrain formfitting molded plywood chair No. 223 has a comfortably contoured back and roll front seat. Satin chrome or bronzite finish are offered on the square tubular frame. Chair is lightweight, with seat attached to frame by four carriage bolts. Molded plywood seat is walnut surfaced and finished with several coats of lacquer to give a semigloss, smooth surface. No. 219 companion upholstered foam-filled seat and back chair has the basic molded plywood frame. A choice of colors in Naugahyde supported-back vinyl plastic over foam is smoothly tailored, and a protective self welt is applied around edges for a neat appearance.

Both chairs have a wall-saver back leg feature. Chairs can be stacked on top of each other to store in the floorspace of one chair. A dolly platform, 21″ x 21″ sq. with 3″ rubber wheels, is available to move chairs from room to room. **For More Information Circle No. 167.**

SUMMARY BOARD

Nardon Mfg. Co., 2125 W. Mission Road, Alhambra, Calif., introduces the Narco Summary Board to make fast and economical method analyses of sales, in-

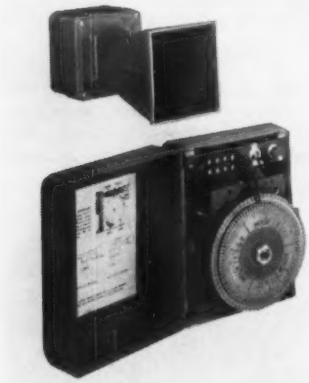


ventories, expenses, commodities and other data without copying or posting. Preprinted strip forms, such as salesmen's daily reports on which information has

been entered, are shingled on a peg rail and exposed figures totaled on a summary sheet. Adjustable linefinder guides selection of figures from proper horizontal line. The board has a smooth, firm writing surface adjustable to individual preference in ten different positions from nearly vertical to nearly horizontal. Adjustable easel folds within recess of board for compactness and easy storage. When forms are printed on both sides, a reversible assembly rail allows the reverse side to be summarized without removing forms from pegs. Oblong pegs with standard spacing accommodate a wide variety of forms. The Narco Summary Board is made of lightweight, sturdy aluminum with prairie tan baked enamel finish. Boards are available in ten sizes from 20″ x 16″ to 40″ x 20″. **For More Information Circle No. 127.**

PROGRAM TIMER

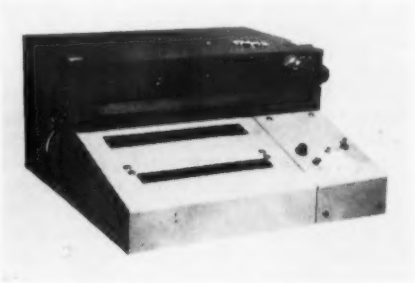
Latham Time Recorder Co., 88 Third St., N.W., Atlanta 8, Ga., announces a program timer which will sound a bell or horn as close as at one minute intervals on any fixed schedule in a 24-hour period. In



addition, a complete line of Latham Vibratone bells and horns is also available. Horns can be adjusted to volume desired. The timer, known as Model SP-1, also has a manual pushbutton for sounding at other than scheduled times. A cut-off switch allows sounding device to be shut off after hours if desired. The SP-1 lists for $62.50, and carries a year guarantee. **For More Information Circle No. 159.**

PHOTOCOPIER

Curtis-Young Corp., 110 West 18th St., New York 11, N. Y., introduces the Tru-Fax electric photocopier which copies anything on paper from all colors of print, pencil, hectograph, ballpoint, rubber stamp, blueprints, etc., in less than a minute. Books, catalogs, magazines, etc., from opaque, transparent, single or double-sided materials are all copied. Copies are sharp black on bone white; are permanent, won't fade and are not affected by heat or light. The copies are photo-exact, frequently better than the original. Machine's lighting principle exposes copy in less than two seconds. The

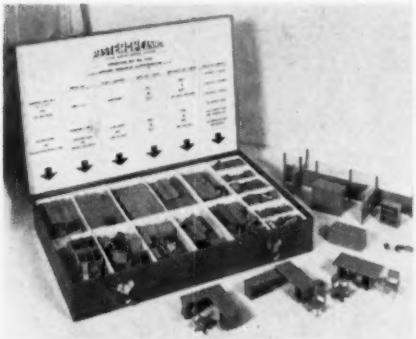


top of the exposure cabinet is removable to permit reproduction of sections of maps or other copy from large originals. Tru-Fax photocopiers are made in two sizes to copy material up to 10″ x 16.8″ with the Model 4 E; up to 14″ x 20″ with the Model 3 E. Pneumatic pressure head is optional on either model for copying pages in books without damaging the book. The machines are recommended for libraries. They are sturdy in construction but light in weight. The 4 E weighs only 34 lbs. All parts are easily removable for cleaning. All interior parts are of heavy gauge plastic to prevent rust, corrosion or need for replacement. Exterior metal fittings are triple-chromed for beauty and long life. Timer and all operating controls are

mounted on front panel for visibility and ease of operation. With no superfluous gadgets, units are adapted to either diffusion or stabilization type papers and developers. Model 4 E complete with accessories is $297.50. **For More Information Circle No. 164.**

LAYOUT KITS

Applied Research Corp., Box 1316, Erie, Pa., has developed Master-Planner molded scale model (½" to 1 ft.) layout kits as effective selling aids for office equipment dealers' planning and decorating services, and as practical office design and planning tools for architects and office planning engineers. Kits are de-



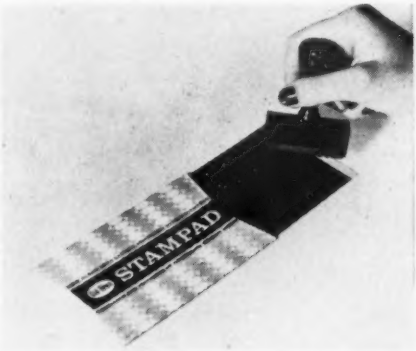
signed for universal application to all commercial lines. A complete range of parts, sizes and features provide instant assembly of hundreds of equipment models, and arrangements and style groupings for all modern furniture. Furniture and partition kits are available separately or in combination, in two-tone shades of beige and brown. **For More Information Circle No. 162.**

STENCIL CORRECTION FLUID

A. B. Dick Co., 5700 W. Touhy Ave., Chicago 48, Ill., offers a white correction fluid which gives greater visibility in correcting and proofreading the white duplicating stencils which the firm recently introduced. **For More Information Circle No. 176.**

DISPOSABLE STAMP PAD

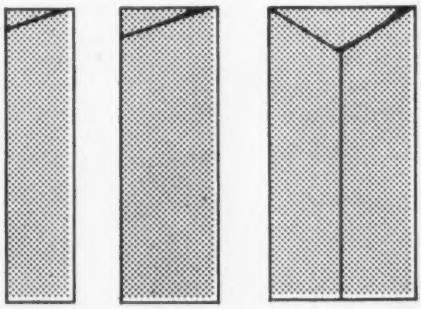
Old Town Corp., 750 Pacific St., Brooklyn 38, N. Y., introduces the wafer-thin, push-pull Stampad which does not require re-inking. It can be carried in a breast pocket or slipped under a desk pad; prevents messy fingers and uneven print-



ing. Stampad is clean, compact, neat, attractively designed and costs less. A clean reproduction everytime is assured for thousands of impressions and then it is disposable. **For More Information Circle No. 114.**

TAPE FILING ENVELOPES

Dresser Products Inc., Box 2035, Providence 5, R. I., offers Tapefile Tab Envelopes for filing data tapes. Punched paper tapes can be filed in these single and twin



pocket envelopes in conventional tabulating card files. Envelopes are lined with polyethylene to prevent bleeding of tape

BRAINCHILD

BOHN CONTEX CALCULATOR

This amazing little machine weighs only 6 pounds, slips into your briefcase or your desk drawer, yet does just about everything a big, heavy-duty office calculator does. It's the new Bohn Contex, the brainchild of top international designers who have created a full-fledged calculator light enough to carry anyplace, easy to use, workable anywhere, far less expensive and every bit as accurate as its cumbersome ancestors. It's only 10 inches long, 7 inches wide and 3¾ inches high, yet it adds, subtracts, multiplies *and divides.* No other hand-operated machine offers such speed. You can work it twice as fast as an electric adding machine. You can use it anywhere—executive office, accounting department, sales route, business trip, hotel room, plane, train, home . . . anywhere. It has *only* 10 keys, enters 10 figures, totals to 11 columns, includes an automatic decimal indicator. And it's so simple you learn to work it in minutes. Most remarkable of all is its price. Just $125.* You can actually buy 5 Bohn Contex Calculators for the price of one big office machine. Even if you figure only a few minutes a day, you can now have your own personal calculator always at your finger tips. See it, try it at any of 500 dealers. Here are a few. For more details or name of dealer nearest you, write: Bohn Duplicator Company, Dept. H-1, 444 Park Avenue South, New York 16, N. Y.

*FEDERAL TAX $7.50; CARRYING CASE TO MATCH $12.50

Atlanta, Ivan Allen; **Austin, Texas,** Hemphill's; **Akron,** Summerville's; **Baltimore,** Lucas Brothers; **Boston,** Thorp & Martin; **Canton,** Whitaker Bros.; **Charlotte, N. C.,** Pound & Moore; **Chicago,** Horder's; **Cincinnati,** Pounsford's; **Cleveland,** Burrows, Broome Business Machines; **Columbia, S. C.,** R. L. Bryan; **Columbus, Ohio,** Independent Supply; **Denver,** Kistler's; **Detroit,** Gregory & Leonard; **Fort Worth,** Specialty Service; **Houston,** Maverick-Clarke; **Indianapolis,** Rex Business Machines; **Jacksonville,** Sanford Hall; **Los Angeles,** Aldine Co., May Co., Office Machines Inc., Westwood Office Supply; Long Beach, California Calculator Co.; Pasadena, Office Automation; Sherman Oaks, Valley Stationers; **Louisville, Ky.,** George G. Fetter; **Louisville, Ga.,** Cato Calculator Co.; **Memphis,** S. C. Toof; **Miami,** Accurate Business Machines; **Milwaukee,** Rite-Type Co.; **Minneapolis,** Farnham's; **New Orleans,** Amann Business Machines; **New York,** Abaco Office Machines, Alpha Typewriter & Adding Machine Corp.; Mineola, L. I., D. Waldner Co.; **Oakland, Cal.,** Allied Paper Co.; **Orlando,** George Stuart; **Philadelphia,** Pomerantz, Noll Business Machines; **Palo Alto, Cal.,** Delmer Israel; **Pittsburgh,** Milton Wiener; **Rochester, N. Y.,** Rochester Stationery; **St. Louis,** Von Soosten & Co.; **San Antonio,** Maverick-Clarke; **San Francisco,** Schwabacher-Frey, Quality Office Machine Co.; **San Jose,** Kennedy Business Machines; **Sacramento, Cal.,** H. S. Crocker; **St. Petersburg, Fla.,** Pinellas Printing & Stationery; **Seattle,** Lowman & Hanford; **Toledo,** Whitaker Bros.; **Tucson, Ariz.,** Tucson Office Supply; **Vernon, Cal.,** Vernon Stationery & Printing; **Washington, D. C.,** Ginn's, Stockett-Fiske; **Canada:** Montreal, Scandinavian Business Machines

For More Information Circle No. 312

Anybody in the duplicating department can operate a KENRO "VERTICAL 18" CAMERA

There's no big secret behind this girl's pleasure over a job well done. Nor to the enthusiasm of her boss, and a lot of other successful businessmen. From copy to on-press is only a matter of minutes when you team the space-saving Kenro with modern reproduction processes to make printed communications a finger-tip process. The Kenro "Vertical 18" produces highest quality negatives or masters for any of the newer techniques — Ektalith, Gevacopy and xerography.

It's a lot less expensive and a lot more convenient to make your own negatives on a Kenro than to buy them on the outside. Now is the time to call a Kenro dealer for a demonstration or write for literature on the complete line of Kenro Vertical Cameras and accessories.

KENRO GRAPHICS, INC.
Dept. F-10, Cedar Knolls, N. J.

For More Information Circle No. 257

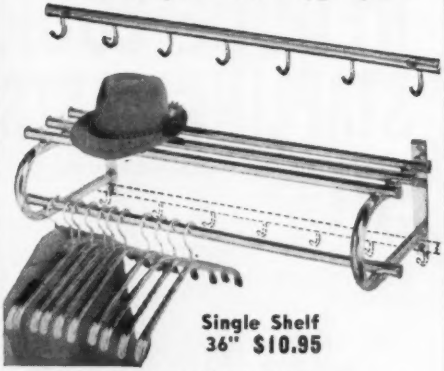
oil, and may be used in either vertical or horizontal position to fit any files. All are 7⅜″ long and 1⅝″, 2¼″ and 3⅜″ (twin) wide. **For More Information Circle No. 178.**

PAPER CUTTER

Michael Lith Sales Corp., 145 West 45th St., New York 36, N. Y., announces that the solid construction principles of larger paper cutters feature the 1961 models of Triumph Manual Office Paper Cutters. Cutting more than a ream (up to 3¼″), simple operation of the easy-to-read, easy-to-handle precision sideguide and back-gauge, the Triumph allows professional cutting and trimming by male and female office personnel. Sturdily machined office paper cutting equipment is needed

especially when a business has its own duplicating department or electronic book-keeping systems requiring separation of ledger-statement sheets. Like previous models, the new Triumph's design is attractive to office personnel. Low in cost, it is made in two sizes, 14″ and 18″, both of all metal construction. It has a front wheel calibrator for automatically moving the serrated back-gauge in divisions of 1/32″ for precision cutting down to ½″ The Triumph can cut 5000 sheets in ten minutes. The Michael line of paper cutters come in three sizes: 8¾″, 14″ and 20½″. **For More Information Circle No. 195.**

Store More Garments in Less Space
Bevco Coat and Hat Racks
Mirror-like Chrome 1" tubular steel.
Row of Hooks at $1.25 per foot.
2 to 6 ft lengths—hooks 5½" apart.

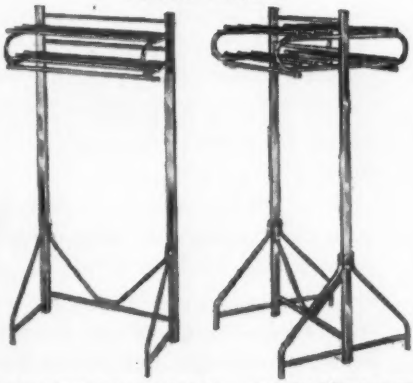


Single Shelf
36" $10.95

Attach on standard 16" stud centers.
Single, Double, Triple Shelves in 2-3-4-5-6 ft. lengths. Hangers in Sturdiwire or Tubular Steel as shown, in either open or closed hook.

Single Shelf		Length	Double Shelf	
124	$ 9.85	24"	224	$14.80
136	10.95	36"	236	16.45
148	13.15	48"	248	19.75
160	15.90	60"	260	26.35
172	19.75	72"	272	32.95

FLOOR STANDS



36" DOUBLE SHELF $43.95 **36" ISLAND $65.90**

Floor stands with 1½" square posts.
Floor stands for 36", 48", 60" and 72" costumers.
Umbrella Racks and ball bearing casters optional.

BEVCO® Precision Mfg. Co., Dept. O
831 Chicago Ave., Evanston, Ill.

For More Information Circle No. 411

GUARANTEED TO

REDUCE YOUR STAPLING COSTS 50% OR YOUR MONEY BACK!

Why pay for hand-stapling office overhead *needlessly?* Try the amazing Staplex Automatic Stapler for 10 days —*at our expense.* We guarantee it will cut your present costs in half...or you don't pay a cent!

Over 100,000 users have *proved* Staplex's economy. Machines staple automatically—as fast as you feed them. No training needed. No drudgery. Take advantage of this unique money-saving offer now. Write for details.

The STAPLEX Company

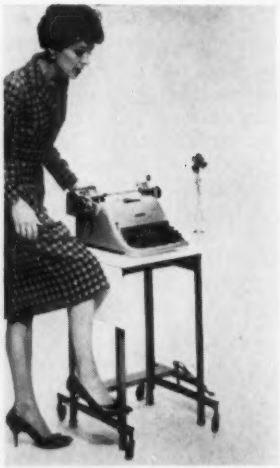
775 FIFTH AVENUE, BROOKLYN 32, N. Y.

World's Largest Manufacturer of Electric Staplers

For More Information Circle No. 410

TYPEWRITER STANDS

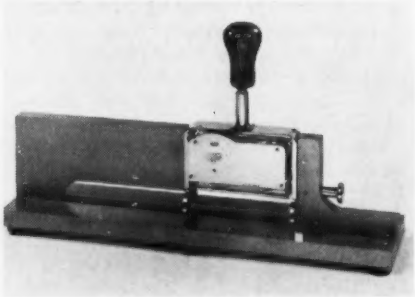
Metalstand Co., 11200 Roosevelt Blvd., Philadelphia 15, Pa., in addition to walnut and gray, has introduced high-fashion tones for its stand tops and bases. Its



HiLo typewriter stands feature a feather-touch control enabling the user to quickly raise or lower the stand. Fine plywood top cuts down sound. Leaves have full-length piano hinges plus spring-loaded snap brackets for easy handling. **For More Information Circle No. 145.**

SHELF FILE NUMBERER

Roberts Numbering Machine Div., 700 Jamaica Ave., Brooklyn 8, N. Y., introduces its platform mounted Model 71



Genuine

STURDEX

...it takes a good business case to complete your sales picture!

Look what a *difference* STURDEX makes! The only business case made with the craftsmanship of finest leather cases . . . but at *half the price*. A sales-making case that's always neat and business-like . . a durable case that *outwears* all others . . . guaranteed for *5 full years!*

CATALOG CASE — Opens Wide and STAYS OPEN!

New flat-top Catalog and Sample Case with new STAY-OPEN feature! Exclusive hinges (patent pending) hold overfolding flaps wide open for easy access and viewing. Tremendous "box-type" capacity, yet weighs less than many smaller cases. Expanding side pockets for "file-cabinet" efficiency plus spacious center compartment for bulky extras. Famous PERMA-EDGES and PERMA-HANDLE will actually outlast the long life of this exclusive STURDEX business case. At stationers, luggage or department stores everywhere!

5-YEAR UNCONDITIONAL GUARANTEE

STURDEX looks new longer . . . always ready for business. So wearproof, waterproof and weatherproof, we guarantee it for 5 full years!

Leathercraft

World's Largest Manufacturer of Business Cases Exclusively

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LEATHERCRAFT, Inc., 2320 So. Western Ave., Dept. A-13, Chicago, Ill.

Please send full details about STURDEX, and the name of my nearest dealer.

Name_____

Address_____

City_____ Zone____ State____

For More Information Circle No. 256

This tape is "different" as can be
. . . mends paper quite invisibly!

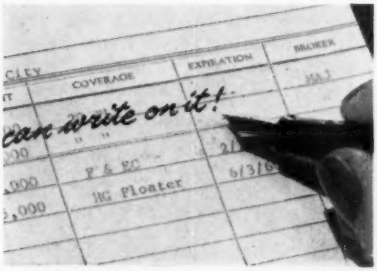
REG. U.S. PAT. OFF.

SCOTCH BRAND

Magic Mending
Tape No. 810

There's nothing else like it for permanent paper mending! "SCOTCH" BRAND Magic Mending Tape practically disappears on contact with paper. And you can write on it with pen, pencil or typewriter. Use "SCOTCH" BRAND Magic Mending Tape with confidence—it stays crystal clear, will never peel, curl or ooze adhesive at the edges! Ask your office supplier now!

Mends letters, contracts. No-glare surface makes "SCOTCH" BRAND Magic Mending Tape easy to read through—even with small print. You actually can't see the tape on many papers.



Mends ledger sheets, records. Write over this tape as though it weren't there. Special backing can be written on with pencil, pen, typewriter.

Mends permanent documents. You can depend on Magic Mending Tape to stick tight, to stay clear, to last as long as the paper it mends!

Send for free booklet about all the handy "SCOTCH" BRAND Tapes for office use. Write Dept. CAQ-100, 3M Company, St. Paul 6, Minn.

"SCOTCH" and plaid design are reg. trademarks of 3M Co.

MINNESOTA MINING AND MANUFACTURING COMPANY

3M COMPANY

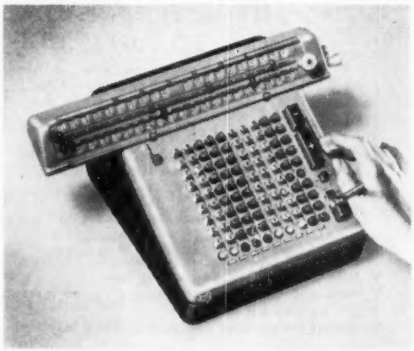
...WHERE RESEARCH IS THE KEY TO TOMORROW

For More Information Circle No. 414

Jumbo Numbering Machine that permits easy numbering of file folders for vertical shelf filing. Numbers are full 5/16" high in clear legible style P. Frame may be released easily and head tilted to reposition numbers when required. The 71 has six wheels with consecutive, duplicate and repeat actions. Desired action is selected by the lever on front plate. For literature, **Circle No. 134.**

CALCULATOR

Monroe Calculating Machine Co., Div. of Litton Industries, Orange, N. J., introduces the LA-9 figuring machine, a compact calculator with full keyboard. This low silhouette machine takes up no more space that a telephone but is designed to handle large volume figure



work. Quick-shift lever permits easier, faster shifting of carriage. This and all other operating controls are grouped in one compact area, allowing all operations to be performed easily with one hand. Short-cut multiplication has been perfected by carry-over upper dials which are said to save at least 25-30% of the time of registering multipliers, and eliminate guesswork for the operator. The machine has the Monroe Series 3 dials. Although lightweight and portable, the LA-9 is sturdy in construction. Even automatic division is built in. It is so simple to learn that a hand operated version is used to teach arithmetic to grade school children. Electrically operated and

Newest, Handiest

HELPER for EVERY OFFICE!

New, Versatile

kleen-stik®

Pressure-Sensitive

2-SIDED ADHESIVE IN TAPE FORM

STICKS ANYTHING . . . TO ANYTHING!

IT'S HERE—the modern "miracle" adhesive that takes the place of paste, glue, liquid cement, and "overlay" tape! The new KLEEN-STIK 2-SIDED ADHESIVE saves time and work in 1001 everyday jobs . . . forms a permanent, water-resistant bond between any combination of materials.

Giant 108-ft. Roll in Handy Dispenser Pack $1.79

For Every Fastening Job:

• Attaching • Holding • Sealing • Hanging • Mounting • Splicing

√ Adheres Instantly . . . no drying time
√ Neat and Clean . . . no ooze . . . no mess . . . no brushing
√ Applies Quickly and Easily . . . like a tape

TRY KLEEN-STIK 2-SIDED ADHESIVE YOURSELF—Prove that it will do everything we claim . . . and more!

"PROVE-IT-YOURSELF"

TRIAL OFFER! *only* $1.00 REGULAR $1.79 DISPENSER PACK WITH THIS COUPON

KLEEN-STIK Products, Inc. DEPT. O
7300 W. Wilson Ave. • Chicago 31, Illinois

ENCLOSED IS $1.00 -- *RUSH* DISPENSER PACK

Name_____

Address_____

City_____ State_____

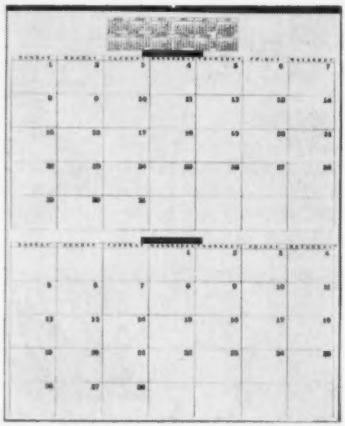
Your Dealer_____

For More Information Circle No. 413

finished in two-tone gray, the Monroe LA-9 comes in two capacities: LA9-203 with ten column keyboard, ten counting dials and 20 place dials; LA9-163 with 8-8-16 capacity. **For More Information Circle No. 210.**

WALL SCHEDULE CALENDAR

Doolittle & Co., 320 N. Dearborn, Chicago 10, Ill., offers wall schedule calendar pads, originally designed for use by production and operating personnel of a large Chicago direct mail organization. Functional, attractive and convenient in size, 20" x 26", pads have two months on each of six sheets. Day-by-day spaces provide



a complete visual scheduling of jobs in work, plans and other pertinent information that must be kept current. Printed in soft brown, plastic bound to hang flat on a wall, pads make useful gifts for production people. Imprinting with company name or advertising copy is available. Wall schedule calendar pads retail for $3.50. **For More Information Circle No. 132.**

CARBON PAPER

Remington Rand Machines - Supplies Div., Sperry Rand Corp., 315 Park Ave. S., New York 10, N. Y., announces Everlasting Carbon Transfer Tissues, a smudge-proof carbon paper that outlasts conven-

Lawrence Baldwin, General Office Supervisor, watching operator of Ektalith Loader-Processor turn out offset master. Companion Ektalith Copy Unit is at right.

New Kodak Ektalith Method helps produce an extra 280 offset masters daily!

Hamilton Standard Division, United Aircraft Corp., Windsor Locks, Conn., produces reduced, enlarged or same-size offset masters at 1-per-minute rate . . . saves $8,000 per year in production.

Job's done in full roomlight . . . on a table top that's only a few steps from the office camera and duplicators. Kodak Ektalith Loader-Processor is used to load Ektalith Transfer Paper...and to process it after exposure in camera. Attached Ektalith Transfer Unit puts image on low-cost paper master.

The big saving over previous method is that *the master is now ready to go on the duplicator*. Solid areas and bold-type headings are reproduced as such—no handwork necessary. And no time is lost removing shadow lines.

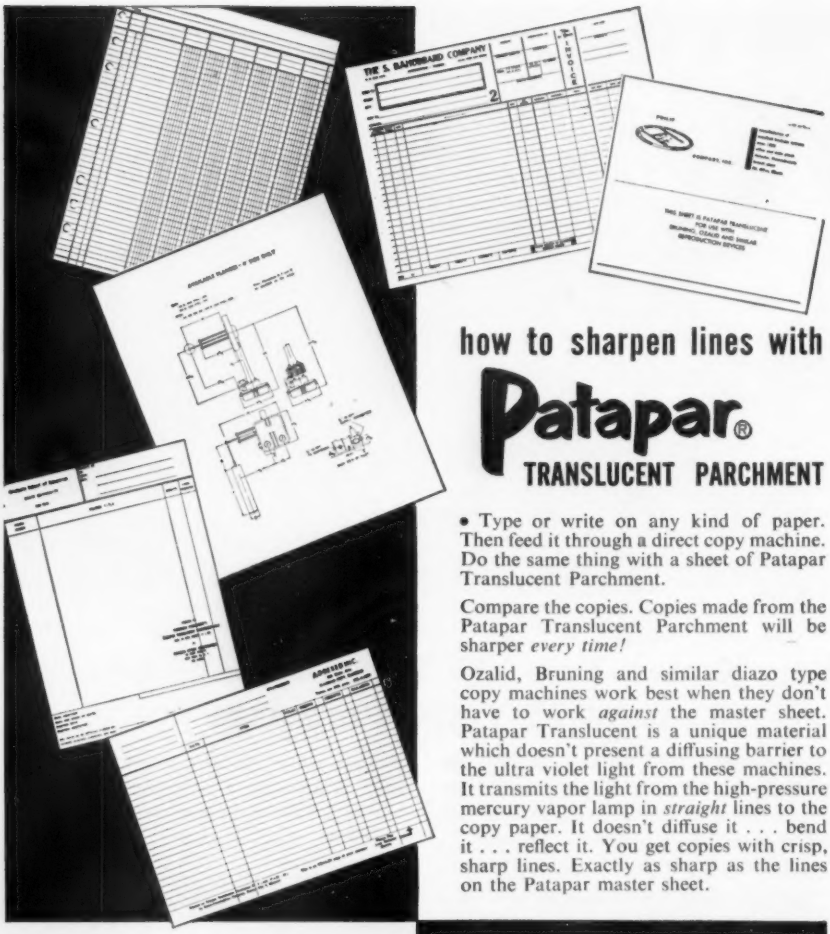
Companion Kodak Ektalith Copy Unit is used to produce copies *directly* without plate-making.

For free booklet phone local Kodak Ektalith Dealer, or write Eastman Kodak Company, Photo Reproduction Products Div., Rochester 4, N. Y.

KODAK **Ektalith** METHOD ***...puts you ahead in offset duplicating***

Kodak TRADE MARK

For More Information Circle No. 234



how to sharpen lines with Patapar® TRANSLUCENT PARCHMENT

• Type or write on any kind of paper. Then feed it through a direct copy machine. Do the same thing with a sheet of Patapar Translucent Parchment.

Compare the copies. Copies made from the Patapar Translucent Parchment will be sharper *every time!*

Ozalid, Bruning and similar diazo type copy machines work best when they don't have to work *against* the master sheet. Patapar Translucent is a unique material which doesn't present a diffusing barrier to the ultra violet light from these machines. It transmits the light from the high-pressure mercury vapor lamp in *straight* lines to the copy paper. It doesn't diffuse it . . . bend it . . . reflect it. You get copies with crisp, sharp lines. Exactly as sharp as the lines on the Patapar master sheet.

Printed Patapar Translucent office forms will add even more readability, speed, convenience and ease to your daily communications. The carefully prepared surface of this Translucent Parchment is ideally suited for the sharp and precise printing necessary in form make-up. This same quality eliminates feathering, regardless of the type of pencils, pens or typewriters used to fill in the forms. If you use Ozalid or Bruning (diazo type) copy machines, please request samples of PATAPAR on your company letterhead.

75th ANNIVERSARY · SPECIALTY PAPERS FOR INDUSTRY · SINCE 1885

PATERSON PARCHMENT PAPER CO.
BRISTOL, PA.

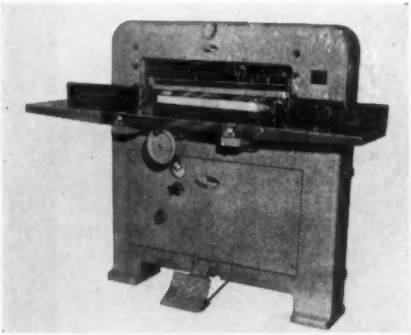
Sales Offices: New York, Chicago
West Coast Plant: Sunnyvale, California

For More Information Circle No. 311

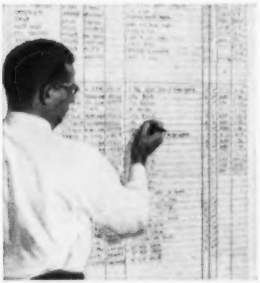
tional carbon paper because of a coating of plastic-lacquer. There is no need to stock several types of carbon paper since Everlasting Carbon Transfer Tissues are made for all manual and electric typewriters and are said to answer the need for over 90% of all typing jobs. While achieving clear, crisp copies, the tissue is longer wearing and is said to save money by lasting up to three times longer. **For More Information Circle No. 152.**

PAPER CUTTER

Challenge Machinery Co., Grand Haven, Mich., announces an improved Champion model power paper cutter for faster easier paper cutting. The Champion handles piles of paper up to 30½″ wide and 3½″ high. This practical 30″ cutting width permits cutting a full ream of the smaller standard mill sizes of all types of paper stock. Features of the new model are easy two-handed, pushbutton operated safety controls, handy foot-controlled power clamping of stock, time-saving automatic knife return, light line indication of cutting line for faster handling of close register jobs, and many others. This is the



first time, states Challenge, that a cutter with all these operating features has been available in this size and price range. Model also features attractive design, colorful multitone green finish and quieter operation, particularly important when it is



Grease pencil note on extruded clear plastic Memo Strips*

UNIQUE VISUAL CONTROL

MEMO FLEX* is a new visual control and scheduling board that is easy to use, flexible and low in cost.

Tells you at at glance where things stand, where trouble may be developing. A visual picture of concise details, a constant spur to action. Easily kept active and accurate, it saves time and trouble wherever simple, effective visual control is needed.

Every unit comes complete with all the elements for the user to create his own custom layout. Only $39.50 F.O.B. Dayton.

Memo Flex* DIVISION

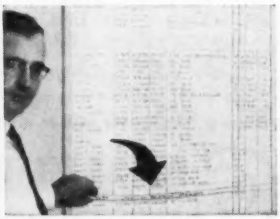
515 Bannock Street, Dayton 4, Ohio

National Distributor QuesTronics Division, Chicago 6, Ill.

*TRADE MARKS OF THE GARRISON MACHINE WORKS, INC., PAT'D. PEND.

Desired columns laid out using adhesive striping tape.

Column title headings made up using adhesive letters.



Memo Strips* slide up and down, snap in and out for easy arrangement.

For More Information Circle No. 409

At last FOR THOSE WHO MAKE AN OCCASIONAL MISTAKE

GENERAL'S *NEW*

Color Tex

COMPLETELY ERASABLE

COLORED PENCILS

Now–for the first time, a thin-lead, non-smudge, fade-proof colored pencil that erases cleanly, easily, completely!

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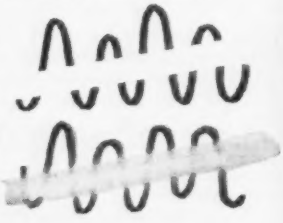
NOT LIKE THIS



THE ONLY COLORED PENCIL OF ITS KIND

No more valuable working time lost fighting to erase colored pencil marks! With amazing, new ERASABLE Color-Tex — you can erase color as easily as you erase black lead pencil marks. Only the color comes off! No ghosts — no shredded paper!

TRY COLOR-TEX ERASABLE 10 DAYS FREE

Available in Carmine Red or Indigo Blue — ask your dealer for General's New ERASABLE Color-Tex Pencils — or write today on your letterhead for FREE SAMPLES.

Medium or Hard Grades with or without erasers

GENERAL PENCIL COMPANY

69 FLEET STREET, JERSEY CITY 6, N. J.

For More Information Circle No. 408

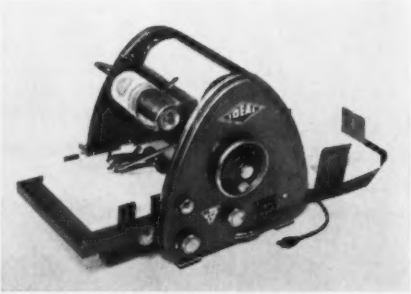
used in or near office operations. Time studies are said to show that the greater cutting ease and speed of this model saves up to 40% in cutting time over hand clamping power cutters and several hundred per cent over lever cutting, states Challenge. **For More Information Circle No. 116.**

HECTO STAIN REMOVER

Technilube, P. O. Box 453, Napa, Calif., introduces Ink-Foe 1 & 2 for removing hectograph purple and ballpoint marks from pastel office machine paints. The first part pulls the ink up and out of the paint; the second oxidizes it. Marks disappear in seconds. Price of two 8 oz. plastic bottles each of the two parts in a 4-pack, $7.50. Material is said to be safe and simple to use—just wipe on and off. **For More Information Circle No. 175.**

STENCIL DUPLICATOR

American Office Equipment Co., 24 East 21st St., New York 10, N. Y., now offers its Ideal twin cylinder stencil duplicator equipped to take the four-hole standard American stencil at no additional charge. Silk screens are provided with a four-hole



stud for this purpose. This innovation resulted from the demand for American standardization and to permit Ideal machines to be installed in government agencies. The machine can use either the wide or narrow stencil merely by changing the silk screen. Ideal stencil duplicators are priced from $179.50 to $325.00. **For More Information Circle No. 146.**

WON'T TEAR SHEETS—WON'T BREAK OFF! The first real improvement in report covers in a quarter century: Wilson Jones genuine pressboard No. 447 (N) "Redi-Covers" with new flat Nylon prongs. Sheets won't tear out, as with metal prongs. Nylon prongs last longer. They don't kink. Frequent bending, for removal or addition of sheets, won't break them. And, Nylon prongs can't cut fingers. 7 sizes, 3 colors. If your regular stationery dealer cannot meet your requirements, please send us his name. Ask for a free sample on your business letterhead.

RECORD KEEPING WJ ESSENTIALS

WILSON JONES

209 S. JEFFERSON ST., CHICAGO 6 • 122 E. 23RD ST., NEW YORK 10

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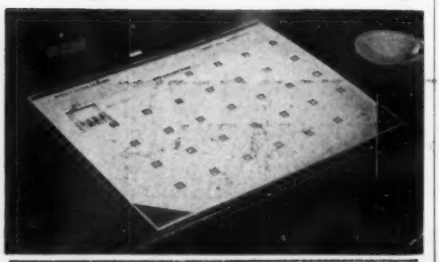
For More Information Circle No. 310

Your desk top personal secretary



DOUBLE-DUTY DESK CALENDAR PADS

. . . for EVERY desk in every office

Here's an indispensable help for busy people who can profit by a permanent, visual record of daily transactions, appointments, expenses and personal business notes.

It's the new, 12-month, full-size desk calendar pad, made in convenient size (17½" x 22½"), attractively designed and produced. Twenty-four pages to a pad (one duplicate for each month hidden from view to insure privacy) are printed in soft brown to match the luxurious-looking leatherette binding and corners.

Desk calendar pads are available at your stationer for just $3.50 each—or you can order them direct by using the coupon below. For quantity orders, for use in your own offices or as business gifts, we recommend imprinting your pads with your own message. Details and prices on request.

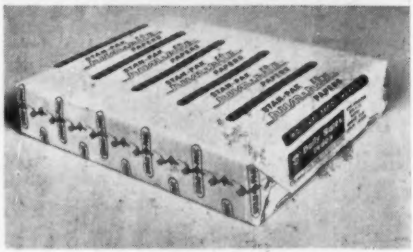
AVAILABLE FROM YOUR STATIONERY DEALER, OR:

DOOLITTLE & CO., INC.
320 N. Dearborn St., Chicago 10, Ill.
Please send me ..... Desk Calendar Pads.
Enclosed payment of $.....
Signed .....
Company .....
Street .....
City & State .....

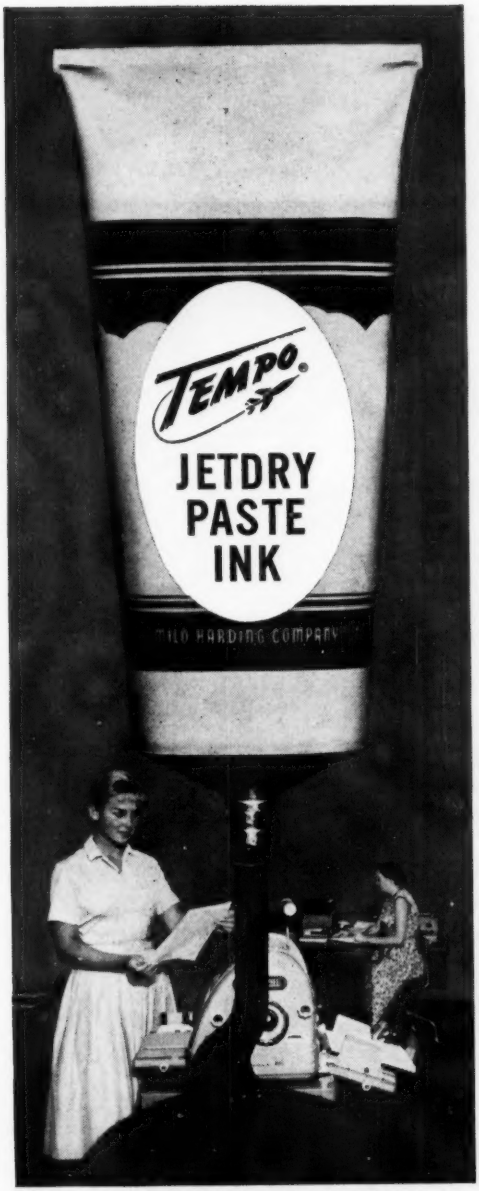
For More Information Circle No. 407

OFFICE PAPERS

Standard Packaging Corp., 200 East 42nd St., New York 17, N. Y., has launched a complete line of office-size printing and duplicating papers. Stan-Pak Run-Rite Papers comprise 525 items of cut size papers manufactured by Standard's Eastern, Chemical and Missisquoi paper mill divisions. There are 33 individual paper grades including cotton-content and chemical wood fiber bonds; mimeo bonds; duplicating grades; offset, opaque, cover



and index papers; manifold, onionskin and translucent papers; bristol and post card papers; genuinely watermarked and uniform unwatermarked papers; papers for offset duplicators; small presses; stencil, spirit and gelatin duplicators; electrostatic printing equipment, white printers, typewriters, Varitypers, pen and pencil. Packaging features sturdy, easy-opening cartons, weather-tight ream wrappers and colorful easy-to-read carton and ream labels. Run-Rite cartons are golden-yellow, while white is used for ream wrappers. Cartons and wrappers, printed in green, have a modern design featuring the Stan-Pak trademark. Grade names of Run-Rite



This great paste ink...

gives you copies with the quality look of fine printing

Hard to believe the results you can get with your present duplicator when you switch to Tempo Jetdry Ink. Beautiful copies even on *bond* or *offset* papers—without slipsheeting! And—you can run both sides of the paper and get equally fine work.

The secret of this fast-drying ink—made exclusively by Tempo—is that it does not penetrate the paper as most liquid inks do. Impressions merely "kiss" the paper surface as in commercial printing. Result: no fuzzy type—copies are so clean they look like individually typed sheets. In fact, you can match up the printing on your own typewriter. And—because it's in paste form, Tempo Jetdry is so much *cleaner* to use. Economical, too—you get thousands of extra copies per pound; also, big paper savings when you run two sides.

Pin coupon below to your letterhead and mail today for FREE FOLDER containing complete information about this amazing new ink.

TEMPO

America's highest quality & most complete line of stencil duplicators & supplies

MILO HARDING CO.
186 Tempo Bldg., Monterey Park, Calif.

Please send full information about Tempo Jetdry Paste Ink

NAME .....

COMPANY .....

ADDRESS .....

MAKE AND MODEL OF DUPLICATOR USED

.....

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Los Angeles • Pittsburgh • San Francisco • Washington, D.C. • Mexico D.F. and dealers everywhere
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the quality reserve seating designed for multiple function

FOLDS FLAT!

Converts areas to do triple duty. Fills the many auxiliary seating needs of offices and institutions. Easily stored in minimum space . . . always ready for sales meetings, planning sessions, conferences, coffee breaks, etc.

GUARANTEED FOR TEN YEARS

EST. 1925

CLARIN

De Luxe Folding Arm Chair

FUNCTIONAL FOLDING CHAIRS

Available with or without tablet arm and as a fully upholstered arm chair in a wide choice of decorator colors and fabrics. Models for every office and institutional seating purpose.

WRITE 50TA FOR DETAILED INFORMATION

CLARIN MFG. CO., 4640 W. Harrison, Chicago 44, Ill.

For More Information Circle No. 254

items are featured on carton and ream labels, the name of the particular paper mill division being incorporated into the carton design as well as on carton and ream labels. **For More Information Circle No. 113.**

PAPER SUBSTANCE GAUGE

Litho Research, Inc., 14339 36th N.E., Seattle 55, Wash., announces the Micromite, a handy, precise instant-reading dial micrometer to gauge the correct substance, weight or thickness of any paper stock, board, etc. The device—said to save time, eliminate guesswork, and prevent costly weight and substance errors in job estimating and paper stock ordering—is accompanied by a copyrighted quick-reference chart showing average dial readings for all types of paper stocks, boards, etc., in common use, with spaces for the user to record new or special stocks as desired. The easy-to-read 2″ dial is calibrated to .00025″ with generously-spaced individual markings, assuring highest accuracy, and enabling precise discrimination between stocks of closely similar thickness, such as tissues, etc. Maximum capacity of the gauge is ½″, with ¾″ throat depth. One revolution of large main pointer equals .050″, while a small revolution counter records up to the .500″ capacity. The milled-edge dial can be instantly reset to zero when necessary to compensate for temperature changes or other varia-

Typing fluid masters used to put me in nervesville. My normally agile fingers would start vibrating like rubber bands as I got halfway down the page. Then aaagh! A mistook. A few errors like that and I wound up black and blue. Fingers, hands, face, clothes all black and blue. And, a mental outlook to match. Then happy day! Our little office supply man saw my plight. He said, 'Girlie, why don't you try Avery Correction Tape? They use it in nearly all the big offices. You just press it on over an error, like so...then type on, like so...! It's fast, neat, clean. You don't worry about making a mistake, so naturally you make fewer mistakes. Go ahead, try it. You'll save time *and* your sanity.'"

Available in rolls ready to use in 1/6", 2/6" and 5/6" widths in handy dispenser. Make clean corrections like this in seconds...

1. PRESS on reverse side of master over error. No moistening... just LAY IT ON with a finger touch.
2. TYPE CORRECTION with light touch, using same carbon. Master stays in typewriter... no realigning.

25th Anniversary 1935-1960

The boss will like it, too... for it saves him time and money. Ask for Avery Correction Tape today—at your dealer, or from your regular office supply salesman—you'll like it!

SPECIAL HINT—Avery Correction Tape also handy for blocking out errors on records in ink where erasures would ordinarily be made such as kardex cards. You can use it, too, for blocking out material to be photocopied.

AVERY self-adhesive LABELS free samples are yours for the asking ...mail the coupon for yours today! then get your regular supply from your stationery dealer.

AVERY LABEL COMPANY, DIV. 178
117 Liberty St., New York 6 • 608 So. Dearborn St., Chicago 5 • 1616 So. California Ave., Monrovia, California • Offices in Other Principal Cities.
Please send FREE Samples of Avery Self-Adhesive:
☐ File Folder Labels ☐ Correction Tape
☐ Tabulabels
My Name _____ Position _____
Company _____
Address _____
City _____ Zone _____ State _____

For More Information Circle No. 406

NO
OTHER
PAPER CUTTER
BUILT
SO WELL
TO SELL
SO LOW

all metal
Triumph
the precision Paper Cutter

SIZES 14" & 18"
(20½" MICHAEL)

FOR OFFICE, BOOKKEEPING & DUPLICATING DEPARTMENTS

For every business: Banks, hospitals, insurance companies, industrial organizations, stationers, photo finishers, small printers, lettershops, mimeograph, offset shops, advertising agencies, schools, colleges, churches.

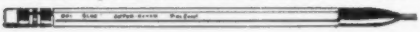
Order from your dealer or

MICHAEL LITH sales corp.
145 West 45th Street, New York 36, N. Y.

■ Dealer: Write For Profitable Sales Plan.

For More Information Circle No. 405

LARGE QUANTITY DESK PEN USERS



Interested in a Good Deal? Here's one and you can't lose!

1. SUPER-RITER Super-fine point for Auditors, bankers, figure work.
2. FOTOCOPY Pens for Thermo-Fax and other copying machines (above 1 gross $28.50 — 2 gross up $24.00 per gross) Retail 39c each.
   Fotocopy and Super-Riter pens may be assorted.
3. PENCI-PEN Medium Point Pen for General use—$19.00 Gross net. Retail 29c each.

Ink colors all pens—Black, Red, Blue, Green. WE PAY POSTAGE. Above is your NET DELIVERED COST. 10 day money back guarantee. Buy now in Quantity assortments and $AVE:

GARDNER STAMP COMPANY
166 South Washington St., Wilkes-Barre, Pa.

For More Information Circle No. 438

tion. In operation, the spring-loaded contact plunger is retracted by thumb-operated lifting lever, paper inserted and lever released. The thickness of any stock or material up to ½" thick registers instantly on the dial. The Micromite in fitted hardwood case, complete with quick-reference charts, is $19.95. Dealer inquiries invited. For descriptive literature, **Circle No. 121.**

CALCULATOR DESK

Wesco, 532A North Highland Ave., Aurora, Ill., announces the addition of a calculator desk to its 4000 Fashion-Aire Desk line. The desk, designed as a companion to the No. 4063 bookkeeping machine and typewriter desk, incorporates several special features. It has a rubber grommet for cord concealment, center

drawer with pencil tray and automatic general lock, interchangeable side drawers that operate silently on nylon glides, and adjustable heights from 29" to 30½". Available in office gray, desert sage, sea mist green and olive green, with matching Armstrong linoleum or GE textured Textolite tops, trimmed with solid brushed aluminum hardware. **For More Information Circle No. 157.**

PHOTOCOPY PAPER

Peerless Photo Products, Inc., Shoreham, N. Y., introduces a projection speed photocopy paper designed to reproduce fine magenta screened film negatives (up to 133 line), without dot structure deterioration, so that offset stripping time can

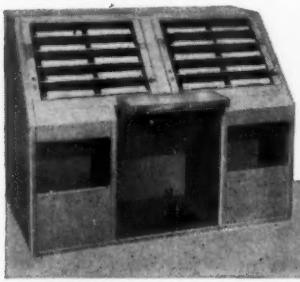
"I tried them all... the NEW Thomas Collator is years ahead!"

This may sound melodramatic, but girls do get carried away over the *New* Thomas Collator. The modern functional design looks well anywhere. It's been designed for the operator to handle collating in the *fastest* and *easiest* way possible. No more mad scrambles and hectic last minute deadlines. The Thomas Collator turns a time consuming and irritating chore into a pleasant and efficient job.

One more thing, don't be misled by gadgets or trick names; make your own comparison and you'll know why more people buy Thomas Collators than *all* other makes combined.

Thomas Collators Inc.

Dept. B, 100 Church Street, New York, New York



Eleven models—to meet your specific needs

For More Information Circle No. 321

Olympia precision typewriters

Standard Office Typewriter

...write best of all ... because they're built best of all

Lightweight Portable

Meet the Olympia Family of Precision Typewriters—preferred the world over for their quality, value and ease of operation. There's one designed for every typing need – whether for office, home, school or travel use. Each features the finest in typing aids—from convenient half-spacing to exclusive spring-cushioned keytops. Precision-built to the highest standards in Europe's largest, most modern typewriter factory. See—test—compare an Olympia before you decide on any other typewriter. You will find Olympia a solid investment in efficiency.

Find Your Nearest Authorized Olympia Dealer in the **Yellow Pages**

DeLuxe Portable

OLYMPIA DIVISION, Inter-Continental Trading Corporation, 90 West Street, New York 6, New York

For More Information Circle No. 235

be reduced and engraving costs lowered. The paper, called Tru-Dot, has high image resolution characteristics which produce halftone photographs with full dot clarity even when using 120 to 133 screens. This allows broad use of photographs for halftone cuts and offset plates having both halftones and line copy. In offset lithography, Tru-Dot's application replaces expensive stripping with relatively inexpensive paste-up time by first shooting continuous tone photos in a process camera onto a film negative using a fine magenta screen. The screened negative is combined with the paper in a vacuum frame having overhead pinpoint light source. After exposure of about six seconds, the paper is processed in a litho or fine line developer, fixed, washed and dried. Resulting halftone prints are pasted up on mechanical as needed. When paste-up is completed, entire mechanical with line copy and halftone photographs is shot in a process camera producing a single film negative that can be used to burn-in the offset plate. In letterpress printing, halftone print is produced in the same way and sent to photoengraver instead of photo. Photoengraver shoots it as line copy at lower rate. Tru-Dot is coated on single weight glossy 39 lb. per 1000 sq ft. baryta coated stock. For samples, **Circle No. 130.**

CHAIR MATS

All-Matic Corp., Hudson, Ohio, introduces a hardboard office floor mat, surfaced with a film to provide a wood grain surface and increased resistance to chipping, abrasion and stains. Mats are

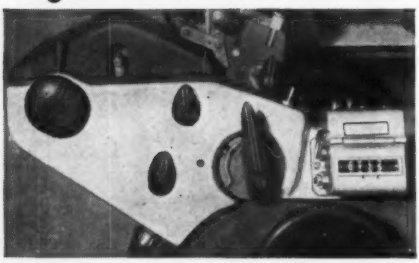
designed to protect carpeting, tiling and wood flooring under desk chairs. Videne surface, a new polyester laminating film made by Goodyear Tire & Rubber Co., withstands scuffing, shoe markings and

Double thick at the points of greatest wear. They last longer. Available at your Smead office supply dealer.

Smead Manufacturing Company
Hastings, Minnesota

For More Information Circle No. 403

Automate your Multilith with the new ATF Program-Matic System Control



- *Simplifies duplicator operation*
- *Controls run automatically*
- *Cuts paper waste and downtime*

An ATF Program-Matic System Control on your Multilith 1250 virtually eliminates paper waste, and gives your operator single-handle control over all duplicating operations in proper sequence. It shortens the duplicating cycle.

Counter can be preset for any number of copies, and duplicator stops automatically at the end of run. You can also stop the duplicator at any time... and then resume without losing count.

(*Models also available for ATF Chief 15 and Whitin Masterlith*)

American Type Founders

200 Elmora Ave., Dept. O, Elizabeth, N. J.

Please send descriptive folder on ATF Program-Matic for_____ (make) duplicator.

NAME_____ TITLE_____

COMPANY_____

STREET & NO._____

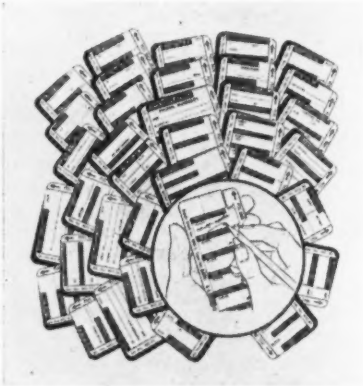
CITY_____ ZONE_____ STATE_____

For More Information Circle No. 404

chair caster indentations. Mat is offered in two sizes, 48" x 36" and 48" x 54", each in either a small or large lip design. The small lip fits standard desk openings; the large lip fits desks of newer design. Tapered edges on mats permit chairs to roll on and off without lifting. **For More Information Circle No. 112.**

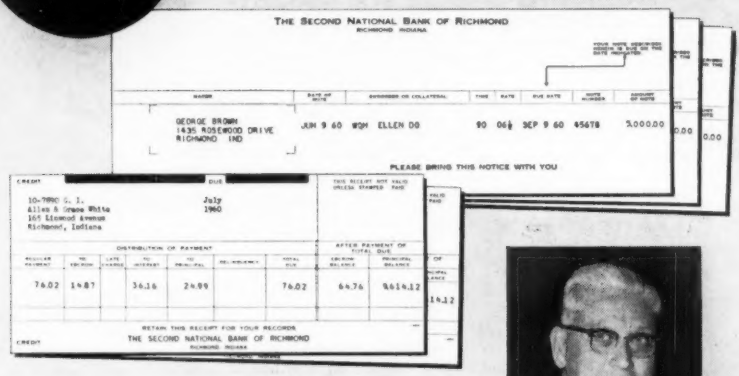
ADHESIVE LABELS

W. H. Brady Co., Dept. 131, 792 W. Glendale Ave., Milwaukee 9, Wis., offers Write-On labels for use with pencil, ballpen, typewriter or rubber stamps. The self-sticking labels provide a neat, efficient, economical way to get specific instructions and information where you want them. Label is applied on-the-spot where the data is most needed. Over 100 different pre-printed stock labels are available for property identification, instrument calibration, fire extinguisher marking, electrical switch panel identification, inventory control, scores of other applications in plant, office and warehouse. Once necessary data has been entered on label, it can be easily removed from dispenser card and quickly applied to any clean, dry, metal, glass, wood, ceramic or plastic surface. Only finger pressure is required; label adheres on contact without moistening, activators or fasteners. It stays stuck until purposely removed. Furnished on Brady's Blue Streak dispenser



NCR Paper
no carbon required

Established in 1872, The Second National Bank of Richmond is eastern Indiana's largest bank.



J. O. Parshall, President of The Second National Bank of Richmond.

"NCR PAPER repays its cost by saving time and effort"

—THE SECOND NATIONAL BANK OF RICHMOND, INDIANA

"We began using NCR Paper (No Carbon Required) when we installed a new accounting system for real estate mortgages and commercial loans.

"We find NCR Paper duplicate mortgage loan receipts save time for our customers and employees. We also get a clear readable record of each payment and new loan balance.

"Moreover, in one posting operation, NCR Paper commercial note notices in triplicate produce the ledger record, customer note notice, the register copy and the maturity tickler.

"Although NCR Paper costs more than forms with carbons, the time savings and other advantages have a money value that more than offsets the extra cost. We estimate the increased efficiency and customer goodwill resulting from our use of NCR Paper saves us the entire cost of the paper every year."

J O Parshall

President,
The Second National Bank of Richmond

ASK YOUR LOCAL PRINTER OR FORMS SUPPLIER ABOUT NCR PAPER

Another Product of

THE NATIONAL CASH REGISTER COMPANY, Dayton 9, Ohio

1039 OFFICES IN 121 COUNTRIES
76 YEARS OF HELPING BUSINESS SAVE MONEY

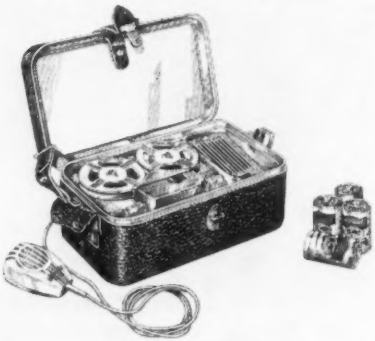
NCR PAPER ELIMINATES CARBON PAPER

For More Information Circle No. 236

cards, labels are always ready for use. The card acts as a writing board for on-the-spot use. Yet cards are sufficiently flexible to be rolled in and out of a typewriter. Brady Write-On Labels are supplied in three self-sticking materials: B-500 vinyl cloth for all-around use particularly on rough or compound-curved surfaces; B-184 dead soft aluminum foil for alterproof, debossed marking or in temperatures up to 375° F; B-770 paper for use where labels will remain permanently since they destroy themselves when subjected to removal. In addition to the ⅝" x 1½" to 2¼" sq. stock sizes, you can order special Write-On's printed to your specifications. For free bulletin and testing samples, **Circle No. 168.**

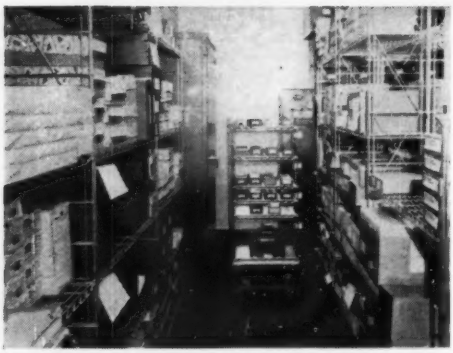
DICTATING MACHINES

Scribe Distributors Co., 6949 W. North Ave., Oak Park, Ill., announces Phono Trix tape recorders at $79.95 to $149.95 list. As portable as a camera and completely self-contained in a shock resistant case, the all-purpose recorder weighs only 4 lbs. and measures 4¼" x 5" x 9". Models are pushbutton controlled and operate 40 hours on one set of four flashlight batteries. They come with built-



in speaker, hand microphone and standard 3" reels of tape. A single reel will hold up to 90 minutes of recording time at 7⅞ ips or 44 minutes at 3¾ ips. Additional features are pushbutton operation without warmup, fast rewind, reusable

SHELVE STORAGE PROBLEMS



Erecta-Shelf steel rod construction lets in light, does not collect dust. Each shelf holds up to 1000 pounds! Floor mounted or on wheels for added mobility.

THE EASY, INEXPENSIVE ERECTA-SHELF WAY!

Here's the inexpensive answer to your office supply storage problems. It's Erecta-Shelf, the steel rod shelving that assembles quickly and easily without nuts, bolts or special tools!

Erecta-Shelf adapts to just about any height, depth or width requirement. It provides loads of shelf space without the usual dust collecting surfaces.

Send for a free catalog today! Shelve storage problems—tomorrow!

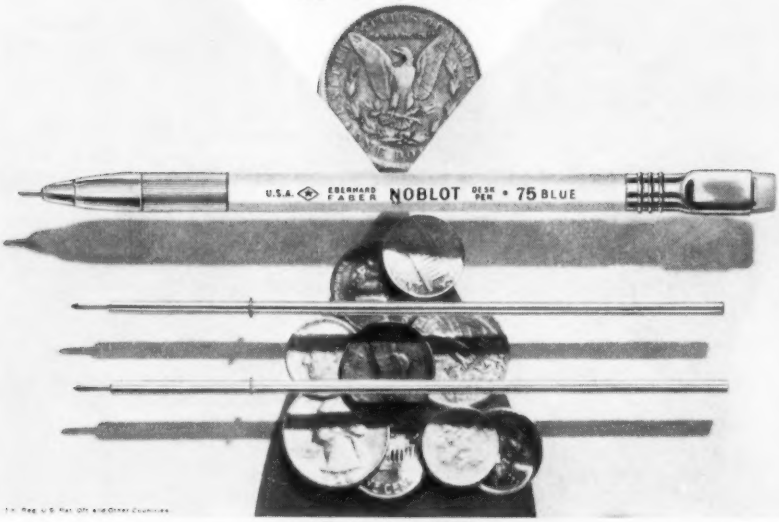
ERECTA SHELF

a quality product of
METROPOLITAN WIRE GOODS CORP.
N. Washington St. & George Ave., Wilkes-Barre, Pa.

For More Information Circle No. 436

GUARANTEED BY EBERHARD FABER

money in the bank!



SAVE!

USE NEW NOBLOT REFILL DESK BALL PENS AGAIN AND AGAIN!

The more you use, the more you save—thanks to EBERHARD FABER'S new replaceable ink cartridge! Only new NOBLOT REFILL by EBERHARD FABER gives you all this: Bright, durable metal tip that unscrews easily to replace ink cartridge • Choice of four ink colors: Blue, Red, Green, Black • Handsome molded plastic barrel • *Regular* or *Thinrite* ball point • Replaceable flat ball pen eraser. NOBLOT REFILL—gives you lots more on the ball!

Regular	39¢
Extra Cartridge	15¢
Thinrite	49¢
Extra Cartridge	25¢

...less in quantities

Contact your nearest stationery supplier for new NOBLOT REFILL DESK ball pens by EBERHARD FABER—your one source of supply for all writing needs.

© 1960 Eberhard Faber Inc.

SINCE 1849
EBERHARD FABER
puts its Quality in writing
Wilkes-Barre, Pennsylvania-New York-Toronto, Canada

Eberhard Faber Pen & Pencil Co., Inc. Crestwood, Wilkes-Barre, Pa.
Send me Free Sample of new *Regular* NOBLOT REFILL PEN

Check Color Choice	(Blue)	(Red)	(Green)	(Black)
	☐	☐	☐	☐

Name _____
Title _____
Company _____
Address _____
City _____ Zone _____ State _____
Attach to company letterhead

For More Information Circle No. 293

tape, monitor switch, record-playback volume control. Optional accessories include carrying cases, telephone pickup and amplifier, stethoscope-type earphones, AC adapter. **For More Information Circle No. 144.**

TYPEWRITER RIBBON

General Ribbon Corp., 14542 Sylvan St., Van Nuys, Calif., announces Prestige Nylon typewriter ribbon for high quality typing on electric and standard machines. The nylon ribbon cloth is said to have an extremely high thread count which practically eliminates screened or textured writing. Using a new ink formulation, it provides sharp write without sacrificing wearing qualities, according to the manufacturer, and will not fold over in the machine's ribbon guides. Also said to be excellent for photocopy and Thermo-Fax reproduction. Available in different degrees of inking to suit individual requirements. Standard length is 18 yds. and other lengths up to 24 yds. are available. **For More Information Circle No. 117.**

Force COLUMBIA

eases tired eyes ...cuts errors!

This automatic numbering machine prints **big** 3/8" high figures on filing jackets, time cards, job envelopes, drawings, etc. Saves eyesight of young and old alike and reduces errors, too! 6 or 7-wheel capacity . . . consecutive, duplicate, repeat action.

3/8" DEEP CUT NUMBERS

493527

WM. A. FORCE & CO., Incorporated
216 Nichols Ave.
Brooklyn 8, N.Y.

For More Information Circle No. 435

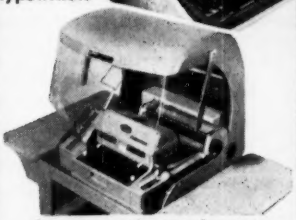
SPRAY CLEANER

Abbott-Lane Industries, Inc., 1840 Merrick Ave., Merrick, N. Y., offers Visionkleen pelletized all-purpose cleaner for office furniture and equipment. A pel-

let is dropped into the unbreakable plastic spray dispenser, 8 ozs. of water added and the cleaner is ready for use to clean or polish and shine glass, painted and metal surfaces; fabrics including carpet

Soundproof all office machines!

typewriters



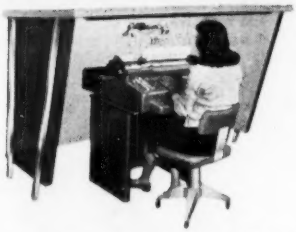
data processing equipment

communication equipment

Most office machines create disturbing noises. The resultant tension and distraction that was previously accepted need no longer be tolerated!

Gates ACOUSTINETS are professionally engineered to absorb machine noise at source.

Bring your noise problems to us and either table or floor models will be prescribed . . . whichever is best for you. RESULTS GUARANTEED — OR YOU DO NOT PAY!



accounting and payroll machines

Write today: give machines, make, model used and measurements.

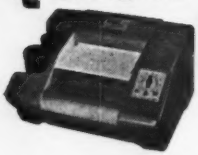
GATES ACOUSTINET, inc.

P.O. BOX 2391 BUFFALO 23, NEW YORK

With the new model IDP-100, 50% noise reduction is guaranteed and general office appearance considerably improved. For Key Punches, Verifiers, etc.

For More Information Circle No. 367

YOU GET THESE 5 EXTRA BENEFITS WITH A QUICK SILVER OFFICE COPY MACHINE



This general-purpose office copy machine will handle all your routine copying needs—letters, invoices, news clippings, reports—**anything**—with the greatest of ease. And, Quick Silver will also give you all the **extra benefits** listed below. No other office copy machine is so versatile as Quick Silver, a completely new photocopy process.

1. **UNLIMITED NUMBER OF QUALITY COPIES FROM ONE MASTER.** And every copy of the same high photographic quality. File the master and make additional copies from it whenever you need them.
2. **INEXPENSIVE COPIES.** Quick Silver copies are only 5 cents each! Only a single sheet of paper is used; the throw-away sheet has been eliminated.
3. **FAST COPIES.** Designed for volume, one Quick Silver '300' machine with a single operator will turn out the same number of copies per hour as two transfer machines and two operators! Naturally, that means more production for less money.
4. **PAPER NEGATIVES FOR OFFSET PLATES.** In 25 seconds and for only 5 cents Quick Silver will make a negative in your own office which would cost you $1.50 if you sent it out to be made.
5. **WILL COPY HARD-TO-COPY ORIGINALS.** Not only that, but Quick Silver can make a good copy from a blueprint or a photostat. It will make a copy of a copy... even a heat-transfer copy! And it does it in one pass through the machine, with no intermediate step.

MAIL COUPON TODAY

PEERLESS PHOTO PRODUCTS, INC.
SHOREHAM, L. I., NEW YORK

PEERLESS

Gentlemen:

☐ Please arrange for a FREE DEMONSTRATION of Quick Silver in my own office.

☐ I'd like more information about Quick Silver. Please send your FREE folder.

Name _____

Company _____

Address _____

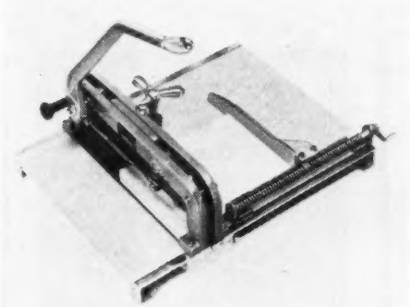
0-10

For More Information Circle No. 253

and upholstery; plastic, etc. It is also said to clean office machines. The spray dissolves grease and ink stains, will not scratch and contains no harmful chemicals. It is safe to use; nontoxic, nonflammable and odorless. Jar of 250 pellets lists at $10.95 with dispenser. **For More Information Circle No. 169.**

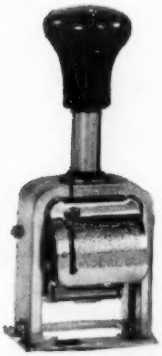
PAPER CUTTERS

Douglas Homs Co., 1314 Rollins Road, Burlingame, Calif., introduces two tabletop paper cutters, Models 15 and 11, with features of higher priced units. A Micromove backguide adjustment coupled with a ¼″ graduated sideguide furnishes a quick, accurate means of selecting cutting length. Backguide can be removed when cutting extra long sheets. Cutting boards are surfaced in durable gray Formica. A simple, automatic safety device prevents accidents. Easy-pull main lever and paper press handle permit safe, easy, accurate operation by all office personnel. A stick saver adjustment controls action of hardened tool steel cutter blade, conserving cutting sticks and assuring cut down to last sheet of paper stack. Rubber pads on feet prevent marring of table surfaces. Feet are also drilled and tapped should permanent mounting be desired.



Furnished at no additional cost are two adjusting wrenches, two replacement cutting sticks, four attaching bolts and complete operating instructions. Attractively finished in gray enamel with nickelplated

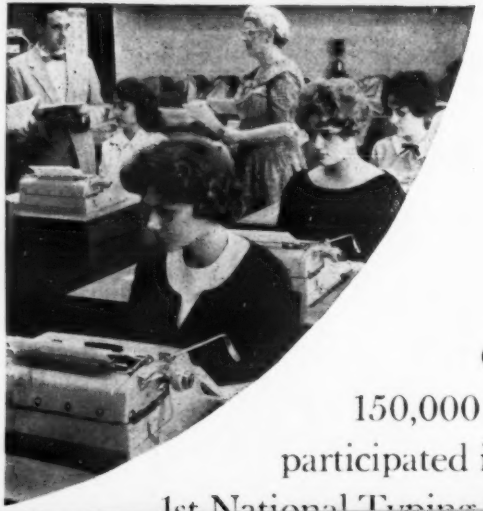
THE FAMOUS ROBERTS 50 (Since 1889)



HELLER ROBERTS
Manufacturing Corporation

The Roberts 50 triple-action numbering machine is designed to give years of trouble-free service. Flick the 3-way switch and instantly you shift to consecutive, duplicate or repeat automatic numbering as desired. Beautifully engineered, all-steel construction, precision-machined parts, with choice of 5 to 9 wheels in several figure styles and sizes. You'll like the smooth solid action, the crisp clean impressions, the provision for retracting wheels not in use. One of a complete line of Roberts numbering machines world famous since 1889. Write Roberts Numbering Machine Division, Heller Roberts Mfg. Corp., 700 Jamaica Ave., Brooklyn 8, N. Y.

For More Information Circle No. 402



Over
150,000 students
participated in Facit's
1st National Typing Contest!

Medals and Prizes were awarded

to more than 4,000 winners.

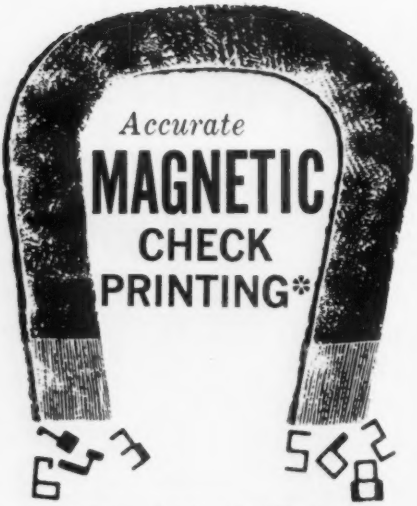
Upper Right, students competed in Facit's Typing Contest. Accuracy was rated before speed — a unique concept which won the praise of high school teachers. ■ Upper Left, Shirley Schultz of Alexandria, Virginia, received a Facit deluxe portable from Edgar Noll of Noll Business Machines, Inc., Philadelphia. Shirley was one of 25 Regional winners. ■ Top, the ten highest-scoring Regional winners, their teachers and parents were entertained in New York by Facit, Inc. ■ Bottom, Shirley Iley, national winner. Miss Iley and her teacher will travel to Sweden as guests of Facit, Inc. *Learn how you can promote this unique educational contest and aid the typing teachers in your local secondary schools. Write now for full information.*

DEALERS-

JOIN FACIT'S 2ND NATIONAL CONTEST NOW!

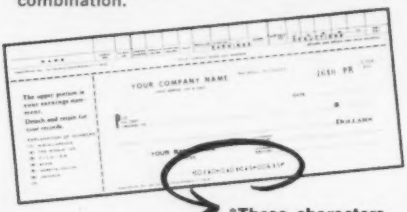
FACIT, INC., 404 Park Avenue South, New York 16, New York
235 Montgomery Street, San Francisco 4, California
2807 Central Street, Evanston, Illinois

For More Information Circle No. 227



Colonial's completely revised Standard Payroll and Accounts Payable Checks are in stride with automation's incredible progress. Cooperating with banks, we have been imprinting magnetic ink (MICR) checks for some time. Experience in the field and our facilities enable us to do this special imprinting at no additional cost.

PLUS Colonial's significant advances in One-Writing Systems for Payroll, Accounts Receivable and Payable: **1.** Standard systems which are at the same time custom systems. **2.** Use of "No Carbon Required" paper eliminates smudging. **3.** Inexpensive Accounts Receivable Addressing System. **4.** Unique, low-cost writing board-binder combination.



***These characters on every check are a requirement of banks using MAGNETIC INK CHARACTER RECOGNITION machines.**

NATIONAL BUSINESS SHOW
NEW YORK COLISEUM, OCT. 24-28

Colonial PAY *Systems*

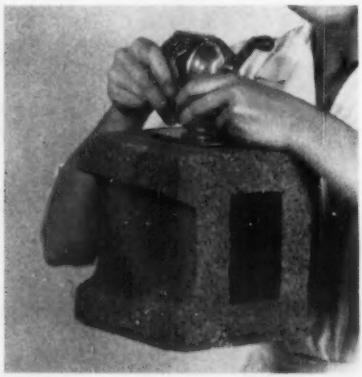
Dealers write on your letterhead.
199 Lafayette Street, New York 12, N. Y.

For More Information Circle No. 401

operating parts, each model is individually boxed in a reinforced corrugated shipping container. Model 15, at $149.50, has 14½″ cutting width and capacity of over 300 sheets of paper. Model 11, with 11½″ cutting width, also has a cutting capacity of over 300 sheets and costs $119.50. **For More Information Circle No. 137.**

PENCIL SHARPENER MOUNT

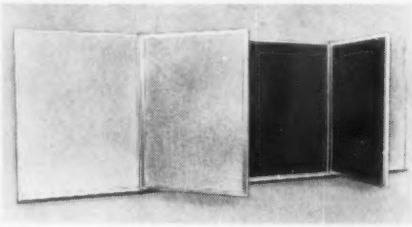
C. Howard Hunt Pen Co., Camden 1, N. J., has a kit available for strong, quick, easy, permanent mounting of Boston Pen-



cil Sharpeners on cinder block, wood, metal or glass. Sharpeners can be mounted in school buildings or offices with masonry or steel partitions without drilling holes. **For More Information Circle No. 160.**

MULTIVISUAL PANELS

Son-Nel Products Co., 900 19th Ave., Oakland 6, Calif., offers its Multi-View wall mounted panel with sections that pivot to form a chalkboard, tackboard or



Now Available! The DOCUMAT MICROFILM READER-PRINTER

Automatically makes black-and-white enlargements from microfilm in room light

It's a Better Printer because the silver process makes better copies—even from poor film—sharp, clear black-on-white.

It's a Better Reader with a full 11″ x 11″ viewing screen for faster finding as well as viewing.

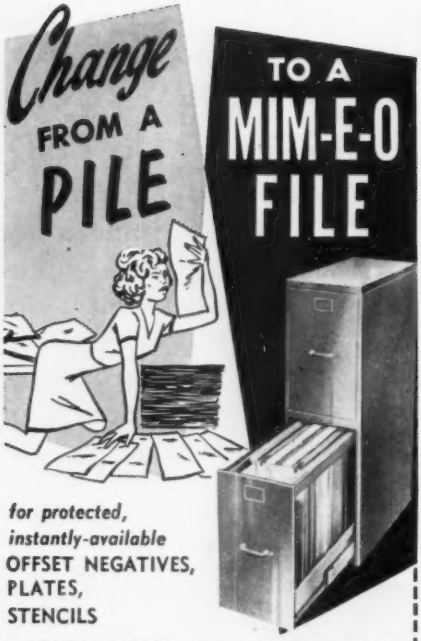
Now it's more convenient to make microfilm enlargements right in your office, as easy as using a photocopier. Just push the button, and the reader-printer automatically delivers cut letter-size sheets with film enlargement uniformly framed. Takes either roll or flat film.

ATTENTION DEALERS: Additional distributors are now being appointed.

Write for complete information on the Documat Microfilm Reader-Printer — Now ready for immediate delivery!

DOCUMAT, INC., 385 CONCORD AVENUE, BELMONT 78, MASS.

For More Information Circle No. 475



for protected, instantly-available
OFFSET NEGATIVES, PLATES, STENCILS

STOP WASTING time and money! Every time you lose or damage an original, you're throwing away a $10.00 average investment. With low cost, sturdy MIM-E-O STENCIL FILES, you can *immediately* put your finger on a *perfect* stencil, neg or plate hanging free from pressure . . . protected . . . easily filed, easily found.

There's a MIM-E-O model for all types and sizes, to protect from 150 to 1400 "investments".

And new *SADDLE ENVELOPES* hang *negatives, plate plus all work sheets* in a single, handy, compact filing unit . . . in any MIM-E-O model.

SAVE SPACE AND TIME **with EASY-FILE CLIPS and EASY-FIND INDEXES**

MIM-E-O STENCIL FILES CO.
1051 N. Paulina Street • Chicago 22, Ill.

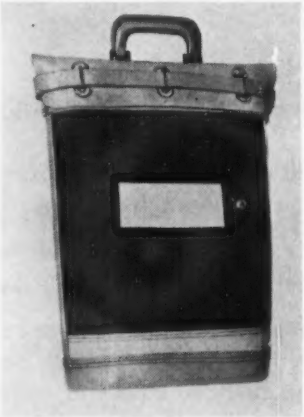
500 Distributors . . . coast to coast, to help you solve your stencil or offset filing problem.

For More Information Circle No. 400

a combination surface. An optional white porcelain-enameled steel section serves as a projection screen. This one compact unit serves multiple purposes, and makes an attractive combination for offices, schools, lecture halls, conference or showrooms. Chalkboard and tackboard facing materials may be selected from the complete Son-Nel line. Individual panels come in a wide selection of matching or contrasting colors. All sections are 4 ft. high and in varying widths to provide overall dimensions of 12, 16 or 24 ft. Frame, trim and chalk tray are precision fitted, anodized extruded aluminum. **For More Information Circle No. 119.**

CARD-HOLDER MAIL BAG

Can-Pro Corp., 30 E. McWilliams St., Fond du Lac, Wis., announces that Can-Pro Security Mail Bags are now available with a card holder, for use where bags are shipped back and forth between departments, branch offices, plants, etc. Put a

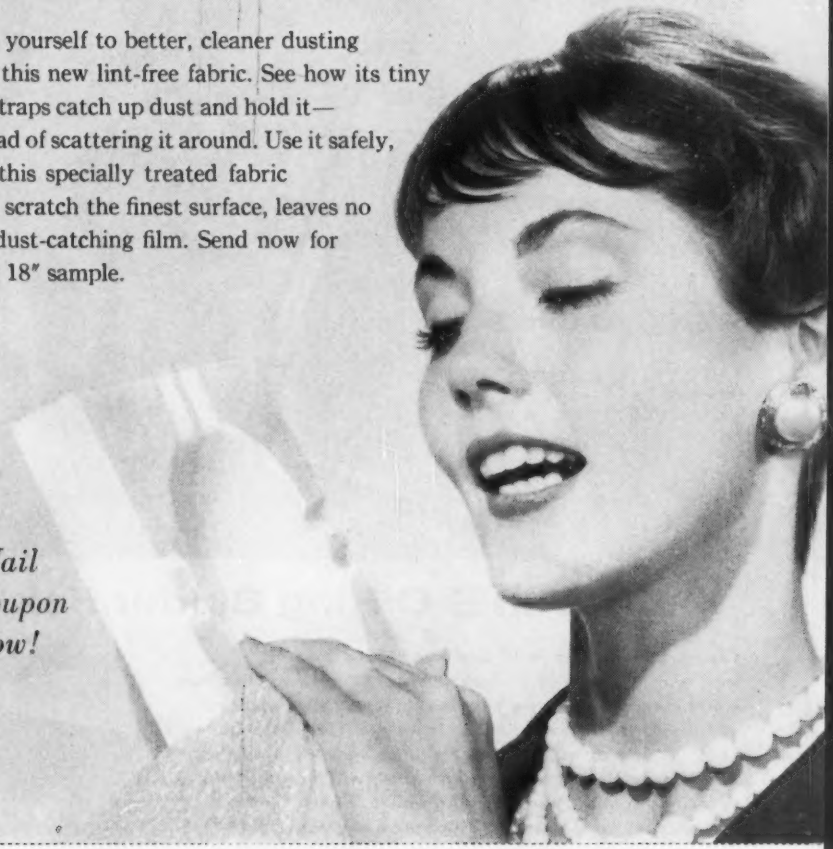


different address on each side of the card, then flip it to change the routing. Snap closing keeps card in place, opens quickly for changing. Card holder can be added to any of nine mail bag styles: five canvas, four deluxe leather. All models can be locked. **For More Information Circle No. 111.**

Try it at our expense!

"SCOTCH" BRAND Dusting Fabric No. 550

Help yourself to better, cleaner dusting with this new lint-free fabric. See how its tiny dust traps catch up dust and hold it—instead of scattering it around. Use it safely, too; this specially treated fabric can't scratch the finest surface, leaves no oily dust-catching film. Send now for 12" x 18" sample.



Mail coupon now!

"SCOTCH" AND PLAID DESIGN ARE REGISTERED TRADEMARKS OF 3M CO.

MINNESOTA MINING AND MANUFACTURING COMPANY

3M COMPANY

...WHERE RESEARCH IS THE KEY TO TOMORROW

For More Information Circle No. 441

3M COMPANY, Dept. CBC-100, St. Paul 6, Minn.
Please send my free sample of new "SCOTCH" BRAND Dusting Fabric No. 550.

NAME.....

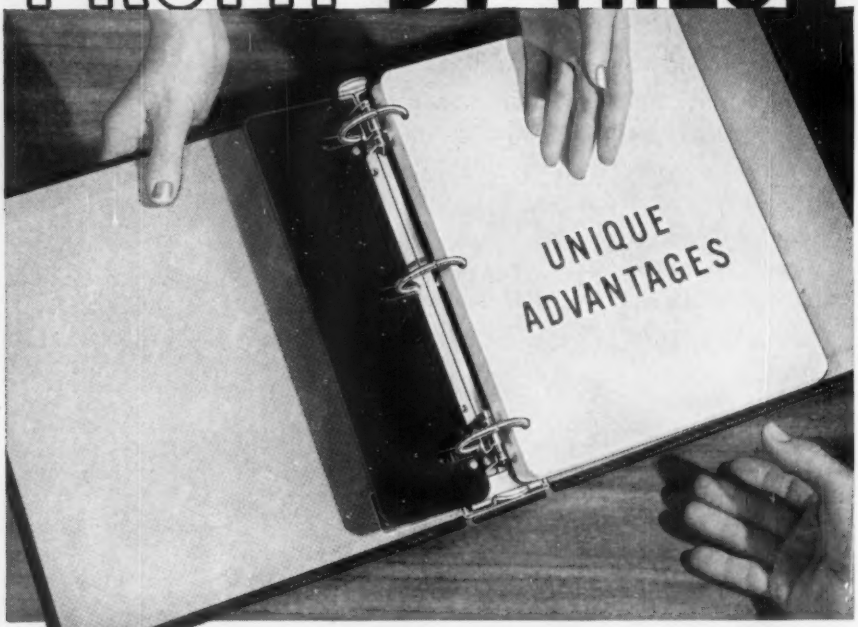
COMPANY.....

ADDRESS.....

CITY.....ZONE....STATE.....

MY SUPPLIER IS.....

PROFIT BY THESE



With S-O Ring Binder Features

You've got to hand it to this fast-selling binder! Start with the Built-in Automatic Sheet Lifter . . . notice how it will carry sheets freely over the rings, without resistance of friction. Then there are the incomparable "Slide-Opening" rings . . . which completely eliminates sheet-spill as they s-l-i-d-e gently apart; and which close without snapping shut and tearing sheets, as with old-fashioned binders. Still another advantage . . . the recessed metal hinge that prevents unsightly desk mars and damaging scratches.

Recessed metal hinge . . . can't scratch!

Add to this list such exclusives as: 300% longer sheet life without reinforcing holes, plus the special ring design permitting 20% more capacity, and you have the FAULTLESS S-O Ring Binder — Quality-made by

STATIONERS LOOSE LEAF COMPANY

246 East Chicago Street • Milwaukee 1, Wisconsin
114-116 East 13th Street • New York 3, New York

Your Best Buy . . . it's FAULTLESS

For More Information Circle No. 309

DICTATING MACHINE

Warren Weiss Associates, 346 West 44th St., New York 36, N. Y., announces the Uher Universal S, a voice-actuated, dic-

tation-transcription, high fidelity tape recorder, with slide projector synchronization. It also has automatic continuous playback; sound-on-sound; three tape speeds (15/16, 1-7/8, 3-3/4 ips), provides up to eight hours of recording on a 5" reel; remote control microphone with four master controls: stop, record, rewind, playback; modulation control; accurate indexer; jam-proof controls; hysteresis-synchronous motor; 40-16,000 cps; automatic stop. It weighs only 17 lbs., is self-contained and works on any power supply. The Uher Universal S carries a $299.95 list price and is fair traded. The Akustomat accessory which provides the voice-actuation and slide projector sync retails for $44.95. The Akustomat which contains only the audio-activation feature lists for $39.95. The Uher Universal S comes complete with remote control microphone, reel and dust cover. Transcription and recording accessories available. **For More Information Circle No. 209.**

OFFSET PLATE

Polychrome Corp., 2 Ashburton Ave., Yonkers 2, N. Y., introduces Rapidkote presensitized plastic-fibre plates for the

Secretaries never die...

They just stay young indefinitely*—that is, if they use Kee Lox Grip-N-Pull carbon paper. Ask any girl who is already using it (and note how fresh and vivacious she looks—even at quitting time). She'll tell you what nice copies she gets, how clean they are. And she'll be equally enthusiastic over Grip-N-Pull's other features—automatic warning of last typing lines, automatic rotation, automatic alignment.

You too can stay young indefinitely* by letting Grip-N-Pull carbon paper make your work easier and pleasanter. And your boss will be interested in knowing that Grip-N-Pull, with all its advantages and long wear, still costs no more than regular carbon paper which does not have the exclusive patented features of Grip-N-Pull.

The only exaggeration (one we hope will cause a smile) in this message.

All carbons are removed quickly in one clean operation, using uncoated edge. Clean hands, clean work, clean desk.

Lower right of uncoated edge is die cut to tell how much space is left at bottom of sheet.

"Over Sixty Years of Good Impressions"

FREE SAMPLES WHEN REQUESTED ON COMPANY LETTERHEAD.

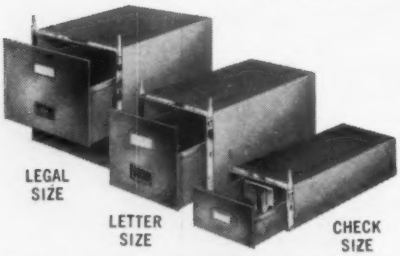
KEE LOX MANUFACTURING CO., Dept. 0-100, Rochester 1, N. Y.
CARBON PAPERS AND INKED RIBBONS
Sold through KEE-LOX branches and selected independent stationers

For More Information Circle No. 439

STORE 'EM
PRONTO
FILE 'EM
PRONTO
FIND 'EM
PRONTO

Free your expensive files by transferring your old records into low cost Prontos and use your expensive steel cabinets over and over again.

20 DIFFERENT SIZES
a size for every office record



Find out why top companies everywhere use PRONTO STORAGE CABINETS for their old records. Fill in the coupon below and attach it to your letterhead . . . We will arrange a Pronto Demonstration at your convenience.

PRONTO FILE CORPORATION
415 Madison Avenue, New York 17, N. Y.

☐ Please send me your latest Pronto catalog.
☐ Have your representative call for demonstration.

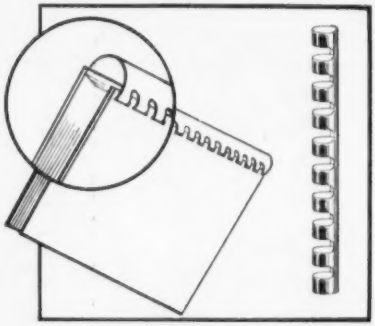
Name_____
Address_____
City_____ Zone____ State____

For More Information Circle No. 434

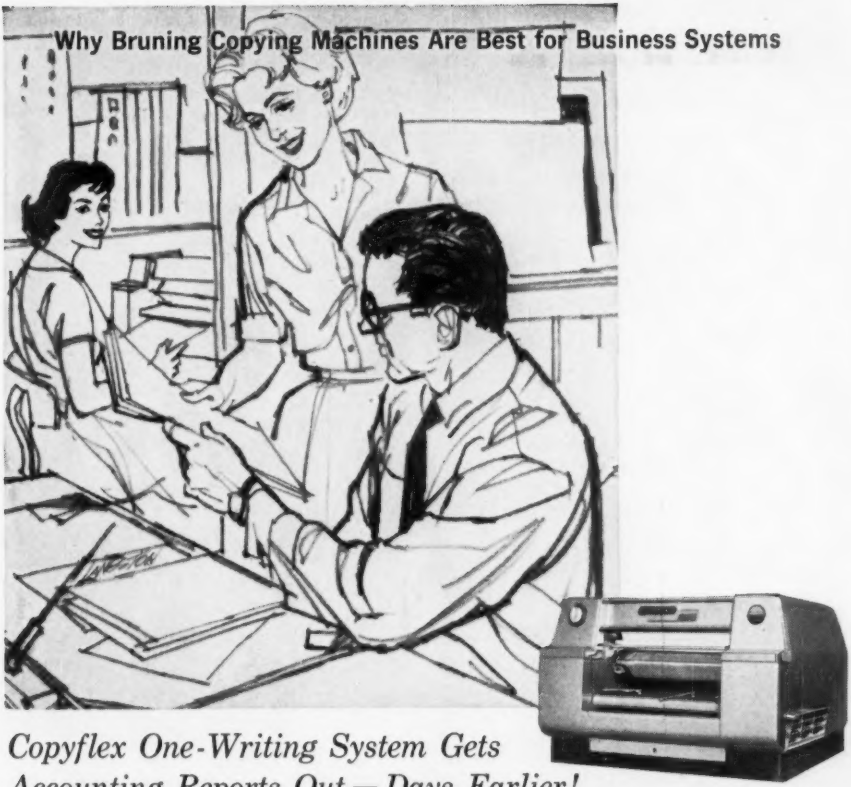
high volume user, who needs a fast operating plate for systems applications using photographic negatives. The plate may be exposed in 20 seconds for halftones; 60 seconds for line copy. It can be immediately mounted on the offset press, processed and run. It will assure the user of registration through its sturdy plastic-fibre base, at the same time resisting curl. Upon exposure it leaves a visible image which makes for quick and accurate mounting of the right side of the plate on the press. **For More Information Circle No. 128.**

PLASTIC BINDING

Plastic Binding Corp., Dept. O, 732 Sherman St., Chicago 5, Ill., announces non-breakable, non-shrinkable, non-flammable Plastico Bindings, the result of joint research and experiment with Union Carbide & Carbon Corp. Years of continual improvement in the original vinylite rigid plastic sheets perfected by PBC in 1938, produced the extra strong and attractive



pressed, polished Plastico Bindings that are easily applied for a long life of prestige practicality. Plastico's arch design and ½″ standard punch spacing grip at closer intervals (for example: 22 to an 11″ binding) for a stronger and more durable binding element. Eleven colors and gold and silver are precision-cut to fit Plastico-punched sheets and covers. Lengths range from 1¾″ to 19¾″ in diameters from 3/16″ to 1½″. Each binding element is evenly trimmed at both ends to eliminate



Copyflex One-Writing System Gets Accounting Reports Out—Days Earlier!

Bruning Copyflex copying machines do more to speed and simplify accounting paperwork than any other paperwork machine on the market.

Copyflex flexibility lets you reproduce, from one worksheet or form, any series of comparative, cumulative, or consolidated reports and schedules. You write or type information once on the original form, add or change information whenever desired, make up-to-date Copyflex copies at any point for distribution. No clerical retyping or rewriting of repetitive data. No proof-reading. No copying errors.

Copyflex will fit in with any forms or electronic data processing equipment you are now using. Whether it's a multiple-part continuous form or a snap-out set you simply include a translucent part which can be used by Copyflex to reproduce additional copies.

Copyflex gives you sharp, black-on-white copies (color-coded if desired) for as little as a penny each for materials for letter-size. A small Copyflex machine costs no more than a standard typewriter. You have everything to gain by mailing the coupon.

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1800 Central Rd., Mt. Prospect, Illinois
Offices in Principal U.S. Cities
In Canada: 103 Church St., Toronto 1, Ontario

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Company_____

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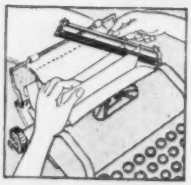
For More Information Circle No. 252

Dupli-Typer

eliminates carbon paper
eliminates chemical paper

makes inked copies

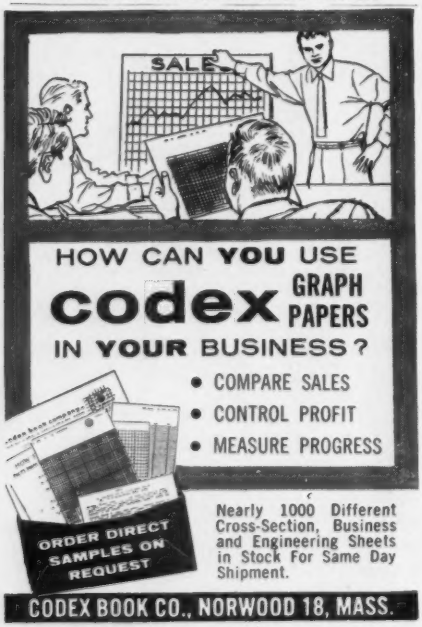


Dupli-Typer Ribbon Attachments for typewriters increase production, reduce costs on continuous form work.
Dupli-Typer Bookkeeping Machine Attachments eliminate carbon jackets, provide complete visibility of entire journal sheet.

FASTER • CHEAPER • CLEANER • BETTER

Dupli-Typer Corporation
456 Park Avenue South, New York 16, N. Y.

For More Information Circle No. 398

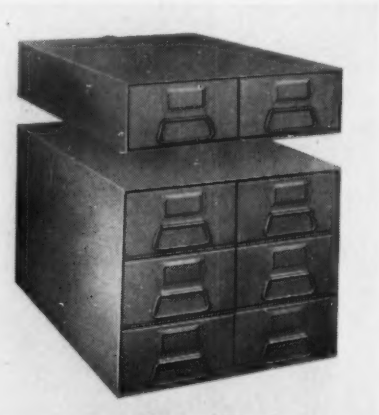


For More Information Circle No. 399

sharp edges. A simple diameter table shows the correct gauge (.010, .015, .020, .025, .030) for each binding diameter, to prevent the teeth slipping over the backbone and breaking of the binder itself. For a free diameter table and more information, **Circle No. 151.**

TAB CARD FILES

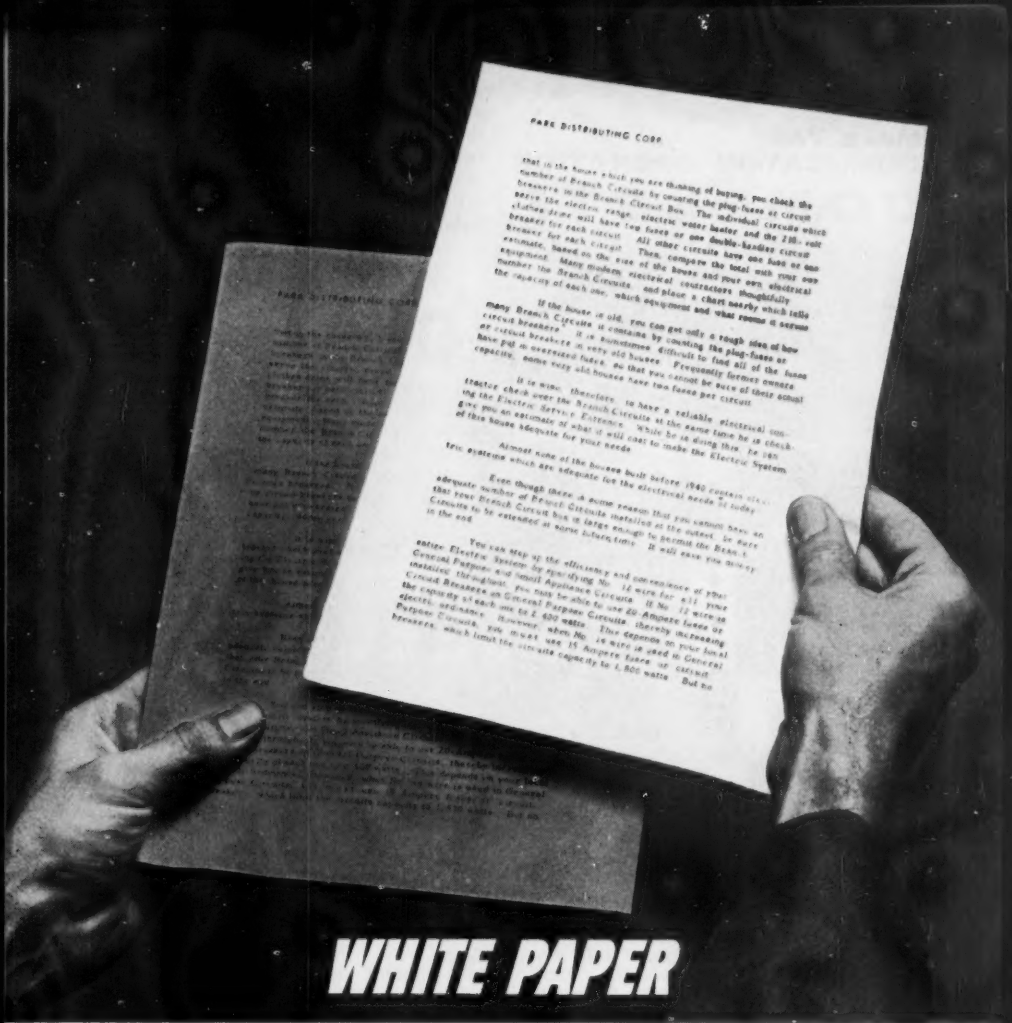
Dolin Metal Products, Inc., 317 Lexington Ave., Brooklyn 16, N.Y., introduces the G3736, six-drawer, economy steel tab card file, featuring nylon glide equipped drawers for easy action. Outside dimensions are 16-11/16″ wide, 12-7/8″ high,



24-1/8″ deep. File can be interlocked, and drawers interchanged, with its companion two-drawer No. G3732 nylon glide tab file shown above the six-drawer file. Compressor spring follower blocks are available. **For More Information Circle No. 143.**

RUBBER BANDS

Plymouth Rubber Co., Canton, Mass., announces that pure rubber, compounded and oil resistant rubber bands in every size are now marketed under the Plymouth, Columbia and Revere trademarks. Pure rubber and compounded bands are available in three standard shapes: regular, teardrop and complete ring bands. Revere compounded bands were recently



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CALOCOP, the new, revolutionary, white paper gives you *sharper, stronger* Thermo-Fax copies. 100% rag, with 100% linen fibre, CALOCOP paper does not crack or break when folded. Does not curl or crease. Does not turn dark from radiator heat, sunlight, prolonged filing. It is non-glare, non-transparent. Gives excellent contrast, superior reproduction. Savings up to 25%! Reduces service problems. Many other advantages. FREE silk screen carrier (for those complicated jobs) in each box. For free samples write: Calor Copy Corporation, 387 Park Avenue South, New York 16, New York. (A Rex-Rotary Affiliate)

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For More Information Circle No. 289

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Challenge®
PAPER DRILL

To speed production and eliminate "outside expense" on loose-leaf forms . . . do your own drilling, slotting and cornering—all on one machine! Much **faster than punching.** Drills 2 inches of stock in seconds!

Challenge offers a full line of drilling machines and attachments for every need. Foot power model (shown above) leaves both hands free for handling stock. Table model also available. For more complete information, see your local Challenge equipment dealer or write today.

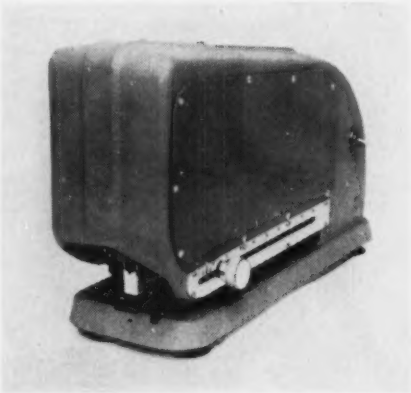
Challenge

The Challenge Machinery Co.
GRAND HAVEN, MICHIGAN
World's Largest Manufacturer of Paper Drilling Machines.
For More Information Circle No. 469

repackaged in the well-known Plymouth colors of blue and orange. New packages in the Plymouth line include a 1½-oz. blister card for impulse selling. **For More Information Circle No. 165.**

ELECTRIC STAPLER

Staplex Co., 775 Fifth Ave., Brooklyn 32, N. Y., introduces a portable, automatic electric office and industrial stapler that has speed, versatility, simplicity and economy. Designated Model S-700-1, machine is operated by a solenoid which permits center stapling of multipage folders and booklets as fast as they are fed into the machine. Another improvement is adjust-



able stapling depth set with a turn of a knob from ⅛″ to 9¼″. Unit loads 210 standard preformed staples from the front in two seconds and is ready to operate. To save time and energy, the S-700-1 has eliminated all foot pedals and hand controls. Machine is said to be so fast and easy to use that one operator can produce the same workload as 20 operators using old-fashioned stapling methods. **For More Information Circle No. 213.**

OFFSET PLATES

Smith-Corona Marchant, Inc., Syracuse 1, N. Y., will market Lith-O-Rite direct image paper offset plates which are dur-

How to set your office standards high . . . Here is a new standard for comparison in your most essential office machine—Underwood's style-wise Touch-Master II. Comparative tests prove that Touch-Master II requires much less typing effort than ordinary standard typewriters. And less effort means more time saved, finer work quality, less fatigue for the typist. The efficiency of Touch-Master II is typical of all the office time-savers in the most complete line of business machines in the world. Credit these advantages to Visioneering—that's Underwood's ability to foresee your particular problem and help you solve it!

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Underwood Corporation • One Park Ave. • New York 16, N. Y.

For More Information Circle No. 288

When you can't see the business for the paper work call Reynolds & Reynolds!

Reynolds and Reynolds representatives are experts at eliminating deadwood paper work, trimming and revitalizing existing forms to streamline office procedure, or economically designing and coordinating new forms into an efficient, integrated system. Hundreds of companies have enlarged their business perspective by installing Reynolds & Reynolds custom-tailored payroll checks, voucher checks, purchase orders, invoices, inventory records, production records, letterheads, envelopes, customer statements, machine accounting forms, bills of lading, journals and ledgers—to mention a few!

Have a Reynolds & Reynolds representative go over your paper work with you! There's no obligation!

Write to the Reynolds & Reynolds Company, Dayton 1, Ohio for this free booklet "10 Ways To Make Your Business Forms Pay Dividends"

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BUSINESS FORMS AND SYSTEMS SINCE 1866

Also manufacturers of Post-Rite Pegboard Accounting Systems

For More Information Circle No. 282

able and pliable but non-curling, and erasure resistant. Lith-O-Rite offset plates and supplies were originally introduced by Unilith Corp., Chicago, and have been test marketed by Smith-Corona in ten major cities. They are approved for use in government offices by the General Services Administration, and are said to be able to reproduce hundreds or thousands of copies from a single plate. The Lith-O-Rite line of offset plates and supplies broadens the Smith-Corona line to include all types of direct image paper plates, including xerography, plus such items as plate etch and offset processing solutions. **For More Information Circle No. 123.**

TRANSPARENT DESK-TOPS

Evans Specialty Co., Box 8128, Richmond, Va., offers protective desk mats which permit desk surfaces to show

through. Evans Decor-Mat Desk Covers are made of tough, transparent acrylic plastic. finished with even edges, ground,

THE

ROL-RACK

FIVE FEET OF SHELF SPACE
Used By
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Libraries, etc.
U. S. Govt.

STURDY & DURABLE

Choice selected 1¼" hardwood. Sloping shelves angled for title reading, doweled and bolted to assure durability. Side-riveted swivel casters by Bassick with resilient rubber tires. Rolls smoothly with a full load.

Walnut Finish or
Natural Wood Finish

32" long, 13" deep,
31" high.
14" between shelves

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For More Information Circle No. 468

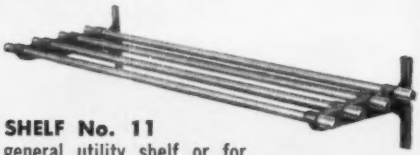
Decorator Line

Aluminum COAT and HAT RACKS

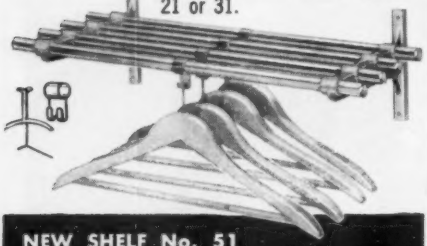
STYLED to harmonize with fine appointments, these smart wardrobe units are quality built of closed-end aluminum tubes rigidly held in cast aluminum brackets. Permanently beautiful in "clear" or "gold' anodized finishes. Mount at any height, on any wall—singly, end-to-end or in tiers, to give any desired capacity. Brackets adjustable to exact centers. Come in lengths by the even foot up to and including 8 feet.

SHELF No. 21
has full length Hanger Rail extending 11⅝" from wall.

SHELF No. 31
has staggered, die cast, anchor-style coat hooks instead of Coat hanger rail.



SHELF No. 11
general utility shelf or for extra hat shelf above types 21 or 31.



NEW SHELF No. 51
Compact space saving design with four Y-18 hangers which mount in special Y receptacles parallel to wall.

Write for Bulletin DL-10

VOGEL-PETERSON CO.
Rt. 83 and Madison St. • Elmhurst, Illinois

For More Information Circle No. 394

beveled and polished, allowing the mat to lie flat and smooth. Acrylic plastic is strong, resilient; able to take abuse which would shatter ordinary glass desk tops. It resists warping, chipping, scratching and clouding; gives complete protection to expensive furniture. Decor-Mat Desk Covers are reversible for long-life use, and available in a wide range of standard sizes. They can be easily produced to meet the requirements of modern free shaped and modular office furniture. **For More Information Circle No. 158.**

OFFSET PLATEMAKER

NuArc Co., 4110 W. Grand Ave., Chicago 51, Ill., has added the FT-32 unit to its flip-top line. The FT-32 operates the same, basically, as other flip-top units: lift glass and position negative and plate on vacuum frame; lower glass frame and lock; then flip it over so plate and negative face carbon arc lamp built into the base.

The automatic timer, a patented NuArc feature, eliminates all manual settings and adjustments. Once timer is set for desired exposure, arc strikes itself and continues to burn with no attention necessary until time interval elapses. The standard FT-32 is $695 complete. The deluxe unit with motor driven arc lamp is $845. Other units range from the FT-18 (18" x 20"), $375, to the FT-62 (50" x 62"), $1995. For Bulletin N500-O, **Circle No. 197.**

New Heyer Conqueror Paper Folder...

lets you do two things at once!

Don't confuse this with any folding machine you've ever seen, because this one is different . . . it runs itself! At the touch of a lever, the *new* Heyer Conqueror Paper Folder *automatically* feeds, folds, counts and stacks 110 sheets a minute and stops when the last sheet is fed.

You can leave this fine production machine unattended while it automatically folds printed pieces as they come from your duplicator or offset press!

Now you can fold letters, invoices, statements, *even multiples of 6 or 8 sheets stapled together*, quickly, effortlessly. A hand-operated model is available for shorter, occasional runs.

No question about it . . . this machine will quickly pay for itself!

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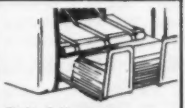
Makes all standard folds . . .
invoices, statements, advertising literature, even stapled sheets.

Turn a dial . . .
for non-skip feeding of thin, medium, coarse, glossy or heavy papers, 3 x 5" to 9 x 17" in size.

Adjustable feed wheels . . .
grasp paper at outer edges—do not smudge printed area.

Two quick-set fold controls . . .
at top of machine, adjacent to permanent instructions and fold diagrams.

Counts as it folds . . .
highly visible re-set counter shows accurately how many sheets have been folded.



Belt delivery to a perfect stack . . .
conveyor belt deposits folded sheets in neat stack in adjustable receiver. **Turns off automatically when last sheet is fed.**

For More Information Circle No. 251

WORLD'S MOST MODERN DESK STAPLER!

THE ALL-NEW ARROW 210

DE LUXE Standard STAPLER

SAFE-FOOLPROOF-EASY-TO-OPERATE

This handsome, durably built, all-steel stapler brings you advanced features that make most other stapling machines old-fashioned —

- "Full Time" staple control
- Multiple stitch
- Wide base for balanced stapling
- Extra-large loading capacity

PLUS . . . other outstanding features

Comes in Office Decor Colors

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— or All-Chrome **$6.95.**

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For More Information Circle No. 395

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BRASS REFILLS ($4 value)

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Choice of red, blue, black or green. Add 10c shipping charge. Money back Quantity and imprint prices on request.

SPECIAL COLOR REFILLS 12 for $1 Yellow, Gold, Lavender, Aqua, Pink, Brown

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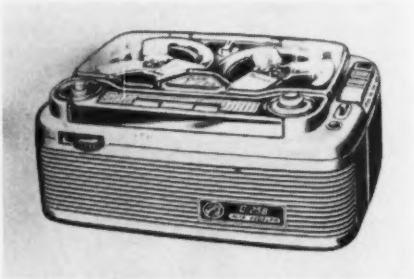
170-30 Jamaica Ave., Jamaica, N.Y.

For More Information Circle No. 396

DICTATING MACHINE

American Geloso Electronics, Inc., 251 Park Ave. S., New York 10, N. Y., announces its three-speed high-fidelity, long-playing G-258/A tape recorder that weighs only 13 lbs. Unit will record for ten hours on one 5″ reel with a frequency response that is flat from 50 to 12,000 cps at its highest speed. Tape-saver mechanism is said to make it impossible to snap a tape. Also has the patented Geloso



Auto-Load reel. Unit is housed in a two-tone high impact polystyrene cabinet with built-in dust cover. Other features include color-coded and labeled piano-key push-buttons; recording level indicator; monitor jack; output jack for external earphones, amplifier or loudspeaker; precision tape indexer; fast-forward independent of unit's operating speed; three speeds—3-3/4, 1-7/8 and 15/16 ips dual track operation. Uses standard ¼″ magnetic recording tape. A complete line of accessories is available. Machine costs $199.95. **For More Information Circle No. 177.**

BOOK COMPUTER

Metron Instrument Co., 432 Lincoln St., Denver 3, Colo., introduces the Book Computer for accurate and fast computations without a slide rule or calculating machine. Prepared on a digital computer, Book Computer multiplies and divides whole numbers to six significant figures. Because of its convenient tabulated form, user gets desired information at an average of five times faster than logarithm tables. Square and cube roots, reciprocal, logarithm to the base 10, and products of (n)

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Many modern offices have found Mail Aid addressing labels the answer to faster, economical mailings.

There are Mail Aid labels to suit practically any addressing system. Available in perforated sheets of 33 labels, they are manufactured in both single sheets (Dupli-Stickers® or Dupli-Quik®) and carbon-interleaved sets (Dupli-Snap®) designed for use when multiple copies are required. Addresses may be transferred on any of the various types of duplicating equipment, or copied by typewriter or accounting equipment. Your stationer can help you select exactly the right label for your system.

Where volume mailings are a problem, these labels can be applied automatically with Eureka's Mail Aid Applicator. The Applicator will label up to 13,000 pieces an hour, depending upon length, type, and thickness of stock. If volume mailings are *your* problem, write to Eureka for information.

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☐ Please send literature on Applicator

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For More Information Circle No. 318

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ELECTRIC AND HAND OPERATED MODELS

SEE . . . TALENS FAST DRYING INKS, IN CARTRIDGES AND TUBES, FOR ALL POPULAR SILK SCREEN DUPLICATORS. SEE . . . TALENS A-1 STENCILS SHARP WRITING, STATIC FREE, GLARE-PROOF, TINTED LIGHT GREEN. SEE . . . SHALLCROSS INKS AND STENCILS FOR ALL DUPLICATORS.

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*RETAIL PRICE. DEALER INQUIRIES INVITED.

For More Information Circle No. 437

$\times \pi$ and $(n)^2 \times (\pi_4)$ is indicated for all numbers from 100 to 999. The volume is available from the publisher for $15 on 10-day approval. **For More Information Circle No. 133.**

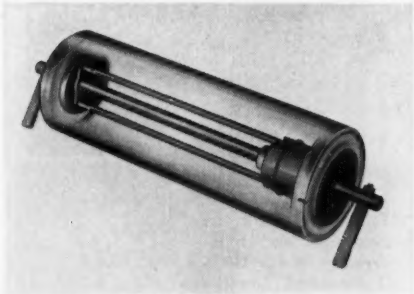
CHECK SORTER

Flash Filing, Inc., Box 3225, Fresno, Calif., offers an Account and Check Sorter with a slanted base and five compart-

ments. A model is also available with four compartments. Manufacturer will make special sizes to suit particular requirements. **For More Information Circle No. 147.**

OFFSET OSCILLATOR

Townsend Industries, Inc., Altoona, Iowa, announces a jumbo oscillating shell for 1250 and 1250 W Multilith. It is said to



give halftones a vibrant, life-like quality, and solids added brilliance. Originally available only with the Townsend T-51 Color Press, this oscillator is now mar-

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A.W.FABER

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The original grey eraser point —always best for erasing.

—The most important working tool for every secretary and office worker.

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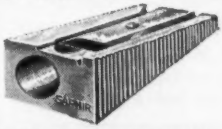
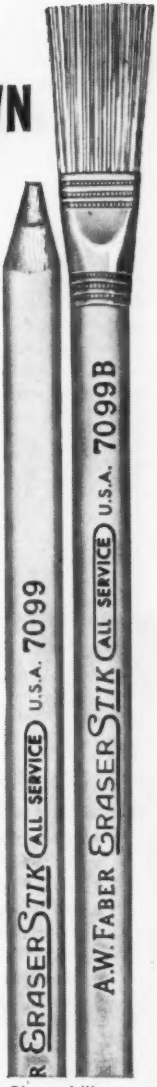
SAPHIR Hand Sharpener

works like magic. Gives you the correct point on your EraserStik—then stops sharpening. If you use one, you need the other. Ask your Stationer.





Shaped like a pencil, it sharpens like a pencil to any style point you prefer—blunt, medium or slender.

A.W.Faber-Castell
Pencil Co., Inc., Newark 3, N. J.

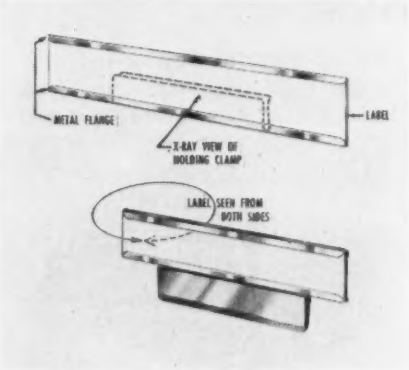
For More Information Circle No. 433

keted separately under the name Sparkle-Lith. The roller is transparent, facilitating fast cleanup, especially from dark to lighter colors. According to Townsend, the Sparkle-Lith Oscillator will not strip nor glaze, and has high recovery power. It requires only a screwdriver and five minutes to install. For literature, **Circle No. 124.**

SHELF FILE LABEL HOLDERS

Charles C. Smith, Inc., Exeter, Nebr., has designed a steel shelving label holder for American Library Assn. Welded to a steel clip which attaches to the folded edge of the shelf and is flanged outward at bottom for easy application. Top of holder does not project above edge of shelf. Label slides in from either end and is protected by a plastic sleeve. The metal label holder (at top in photo) is 4″ x 9/16″ with a ½″ x 2″ clip for ⅛″ shelving. Label insert can be readily removed, changed and reinserted without removing label holder from shelf. Label holder can be removed and reused as needed. Holders can be made in any length and width with any type of flange to fit individual needs.

A Double-View Label Holder (at bottom in photo) is made for shelf files. It



consists of two 3″ x 9/16″ metal label holders welded back-to-back with clip for attachment to metal shelf file dividers. The Double-View Label Holder also can be made in any size to suit user. It

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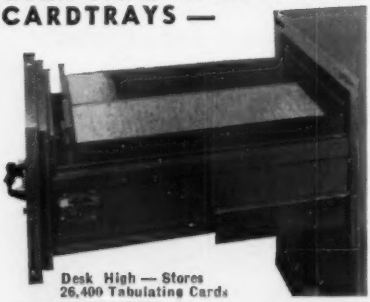
For More Information Circle No. 431

Protect Your Valuable Records

EVER-SAFE TABULATING CARDTRAYS —



Desk High — Stores 26,400 Tabulating Cards

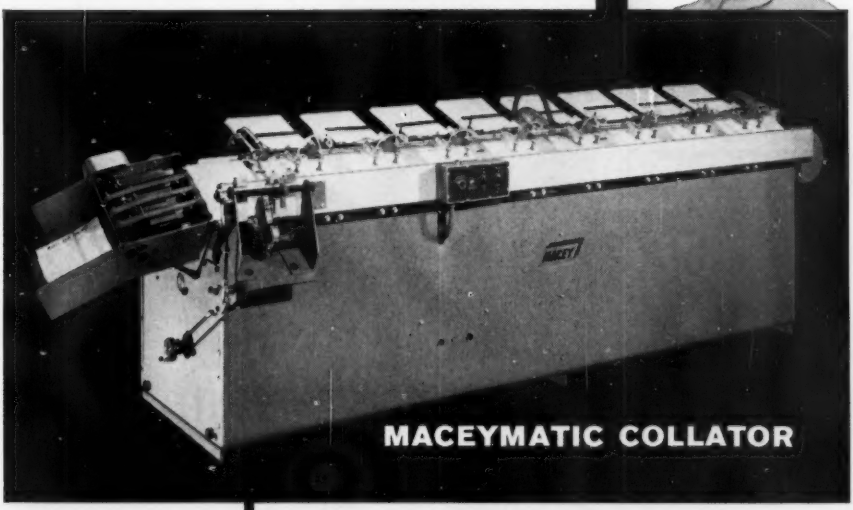
FIRE PROTECTION—For irreplaceable TABULATING CARDS—ONLY Ever-Safe Tabulating Card Trays can be stacked two high and two wide (4 Trays per drawer) in our Underwriter's Class C or D Insulated Legal Size Filing Cabinet.

Write for complete information and prices

EVER-SAFE CO. Inc. (Div. Schwab Safe Co.)
Lafayette, Indiana

For More Information Circle No. 432

"The less help you have, the more you need it!"



MACEYMATIC COLLATOR

MACEY
COMPANY
A subsidiary of
HARRIS-
INTERTYPE
CORPORATION

"There's nothing like a Maceymatic to speed collating of reports, price lists, data sheets and so on. For instance, I can collate 1000 sets of two to eight sheets (5 x 8″ to 9 x 12″) in 30 minutes or less. Everything is stapled, too. Of course we don't use it all the time. Even so, the boss says it pays for itself. Takes little more space than an office desk."

HARRIS
INTERTYPE
CORPORATION

Macey Company, 13829 Enterprise Ave., Cleveland 35, Ohio
Will the Maceymatic Collator pay for itself in my office? Show me.

Name_____ Title_____

Company_____

Address_____

City and State_____

For More Information Circle No. 228

Today's low-cost way to automate your job costing is with Keysort Data Processing

For strict job costing controls at every stage of operation – for up-to-the-minute management reports in such areas as inventory, order and sales analysis, labor costing – Keysort is the data processing system to use.

The reasons are many. No restrictive procedures; minimum training; remarkable economy; simplicity of installation and operation

Keysort, in fact, is the only automated data processing system flexible enough to fit your business as it stands *and* as it grows

It is the one system adaptable and affordable to companies of every size.

With Keysort you use punched cards – mechanically created for fast, easy sorting. Figures are automatically tabulated and results summarized direct to reports without transcribing.

Call your nearby Royal McBee Data Processing Systems Representative or write us at Port Chester, New York – indicating the applications in which you are interested –and we will be happy to supply you with actual case histories from our files.

ROYAL McBEE · *data processing division*

NEW CONCEPTS IN PRACTICAL OFFICE AUTOMATION

For More Information Circle No. 283

is ideal for top or side indexing and can be read from either side. In a rotary or tilt file, the rear side of the label can be read face-up so operator need not turn back to see division being worked on. **For More Information Circle No. 173.**

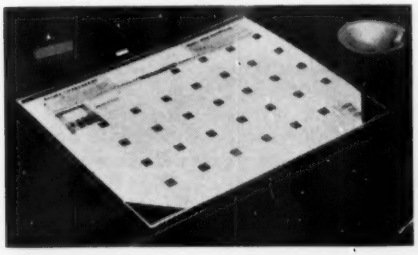
SPIRIT DUPLICATOR

Master Addresser Co., 6500-O W. Lake St., Minneapolis 26, Minn., announces a Spirit Process Portable Duplicator. One outstanding feature of this model is the cover design. When removed, it forms a handy storage area while printing. Two

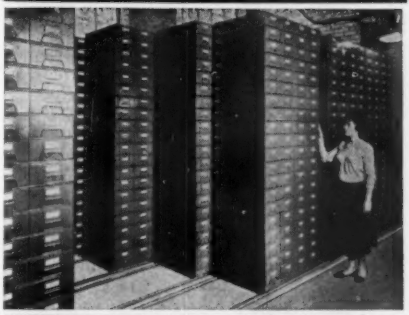
trays are inside the cover; one for stock, the other for printed sheets. Other features include spring-loaded moistening head, calibrated guide for easier registration and a newly designed printing head. All these make for faster, easier operation. This model is available in two sizes, No. 150 letter size and No. 151 legal size. **For More Information Circle No. 163.**

CALENDAR DESK PAD

Doolittle & Co., 320 N. Dearborn, Chicago 10, Ill., announces production of its 1961 desk-top 12-month, full-size cal-



STRETCH YOUR SPACE



FOR OFFICE & FACTORY

DOLIN MOBILE STORAGE

MOBILE STORAGE is the perfect remedy for your cramped supply room, records center, tab room or stock area. By the elimination of waste aisle space, your storage capacity can be increased from 30 to 100% or valuable floor space can be reclaimed for other useful purposes. Hundreds of installations in daily use have proven DOLIN MOBILE STORAGE to be the most practical pay-for-itself "wall stretcher".

FREE LAYOUT & SURVEY
DOLIN METAL PROD., INC.
Dept. MSOF, 317 Lexington Ave.
BROOKLYN 16, N. Y.
☐ Please survey our ..... area to show the benefits of MOBILE STORAGE. (No obligation.)
☐ Please send MOBILE STORAGE "IDEA KIT."
NAME .....
CO. .....
ADDRESS .....
CITY & STATE .....

For More Information Circle No. 430

PROVED! ...on DEFENDUM LEDGER

Your records last longer, look better — and are more satisfying to work with on Parsons Defendum Ledger. 75% new cotton fibers in white, buff, blue or green-white. Specify Defendum — it will prove itself.

Parsons
KING COTTON BUSINESS PAPERS

YOURS: RECORD-KEEPING PAPER GUIDE NO. 141. WRITE ON YOUR BUSINESS LETTERHEAD TO PARSONS PAPER DIVISION, NATIONAL VULCANIZED FIBRE COMPANY, HOLYOKE, MASSACHUSETTS

For More Information Circle No. 429

endar pad. Functional and convenient for keeping a daily record of what has been done and what is to come; for recording and organizing the month's work. Convenient size (17½" x 22½"), affords ample space for each day's notes and memos; 24 pages to a pad (one duplicate for each month hidden for private notations). Printed in soft brown to match its leatherette binding and corners. Perforated for easy removal. Sturdy backing for year-long use. Sheets take pencil or ink. Imprinting with company name or advertising copy is available. Desk Calendar pads retail for $3.50. **For More Information Circle No. 131.**

LITHO TAPE

Direct Image Corp., 3311 W. Beverly Blvd., Montebello, Calif., offers the Danofix line of litho tape, which is extra thin for better contact and has high adhesion properties. It sticks firmly but is easily removed when necessary. The red color,

bedded into the base, cannot scratch off, bleed or smear. Opaque to light but translucent, it is safe for prolonged exposures. Light will not penetrate or burn through. It cuts clean and tears easily by hand. Widths are ¼", ⅜", ½", ⅝", ¾" and 1" in 72 yd. rolls. **For More Information Circle No. 122.**

YOUR Lines of Communication...

...pass through your secretary's hands. Why not give her a product that will create a lasting impression— OLD TOWN'S MPR Carbon Ribbon of Mylar*

Cleaner, sharper, longer-lasting, print-like reproduction every time!

*MYLAR is Du Pont's registered trademark for its brand of Polyester film.

02

OLD TOWN CORPORATION

750 Pacific Street Brooklyn 38, N. Y.

Please send FREE sample of OLD TOWN MPR Carbon Ribbon for

_____
model and make of typewriter

NAME_____

COMPANY_____

ADDRESS_____

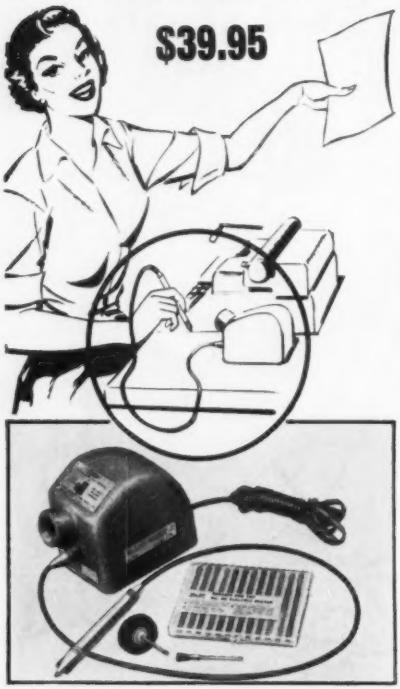
CITY_____ STATE_____

For More Information Circle No. 365

the only "pencil-thin" Electric Eraser!

PRESTO

$39.95



- **ELIMINATE SLIP SHEETS**—no smudged copies—just erase the original and then each copy in turn.
- **SELF POINTING ERASER**—1/8" diameter tip erases a single letter without the need of erasing shield.
- **SLIM AS A PENCIL**—easy to hold for fast, effortless operation. Errors corrected, neat and simple!
- **PAYS FOR ITSELF**—in time saved and elimination of stationery, form, document and paper waste.
- **LONG LASTING**—3½" long. Erasers are available in three grades, coarse, medium and fine.
- **VERSATILE**—ideal for office, drafting and engineering. Offset plates and masters for most duplicating equipment, quickly corrected.

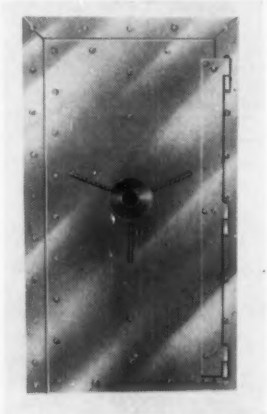
SEE THEM DEMONSTRATED AT THE NEW YORK BUSINESS SHOW BOOTH 239G

For detailed information—write to

METAL SPECIALTIES, INC.
1972 N. Cornell, Melrose Park, Ill.
For More Information Circle No. 426

VAULT DOOR

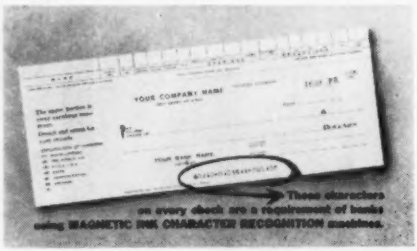
Schwab Safe Co., Lafayette, Ind., announces the latest addition to its line, a stainless steel non-grout vault door equipped with pilot wheel operation. Stainless steel architrave can be furnished for this door which is designed and manu-



factured to qualify for a U. L. 4-Hour Label. When equipped with an Underwriter's approved burglar alarm, it has the same insurance rating as some sizes of bank doors. It is ideal for branch banks and other financial institutions. **For More Information Circle No. 135.**

MICR CHECKS

Colonial Pay Systems, 199 Lafayette St., New York 12, N. Y., has completely revised its payroll and accounts payable



checks to conform with bank requirements for the magnetic ink check recognition program. In cooperation with banks,

Records *ROLL* to the clerk
Records *ROLL* to the clerk
Records *ROLL* to the clerk
Records *ROLL* to the clerk
Records *ROLL* to the clerk
Records *ROLL* to the clerk
Records *ROLL* to the clerk

Records *ROLL* to the seated clerk

Records *ROLL* to the clerk with ROL•DEX

Records *ROLL*
Records *ROLL*
Records *ROLL*
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Records *ROLL*

Pat. and Pats. Pending

faster, more efficient, more economical record handling with ROL•DEX! Records are immediately accessible—no waiting for hidden motor driven trays. Fewer personnel required to handle more records. Better control—easier supervision. Inquire now...

WATSON MANUFACTURING CO., Inc.
Rol•Dex Division, Dept. FI, Jamestown, N. Y.
Please send ROL•DEX literature.

(Name) .....

(Company) ..... (Street) .....

(City) ..... (State) .....

For More Information Circle No. 307

OFFICE SUPPLIES
& Akro-Mils Cabinets
go together to SAVE Time, Space and Nerves!

Units with from 6 to 128 drawers available . . . can be set on counters or shelves, hung from walls, even integrated into large supply cabinets. Different items have individual, clear plastic drawer or adjustable section. Easily indexed. Perfect for all small office supplies.

Efficient visual inventory control.

Write for our new catalog.

A-M

AKRO-MILS, Inc.
Box 989-H
Akron 9, Ohio

For More Information Circle No. 427

Colonial has been imprinting magnetic ink characters for some time. This special imprinting is done at no additional cost. **For More Information Circle No. 179.**

CARBON PAPER

Paul B. Williams, Inc., 34 S. Harding Drive, South Orange, N. J., offers Girl Friday Transfer Tissues made with a non-smear liquid ink formula suspended in a plastic base. Used as carbon paper, it won't soil hands or clothes, yet makes

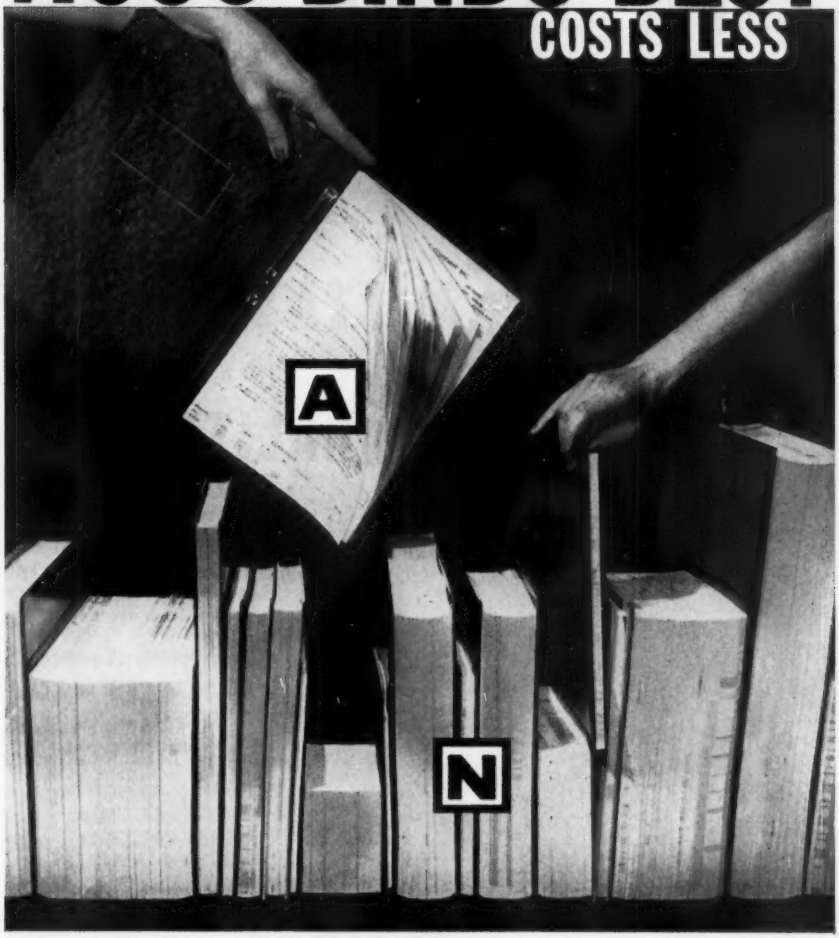
sharp, clear copies, and is said to last longer than ordinary carbon paper. One weight and finish is used on all manual, electric and portable typewriters. Girl Friday is packaged 100 sheets to a box. Letter size is $4.50 a box; legal size $4.75 a box. **For More Information Circle No. 171.**

WRITTEN INTERCOM SYSTEM

Floyd L. Hoffman CPA, 1049 Roosevelt St., Fairfield, Calif., has developed a copyrighted system for interorganization written communications for which the following features are claimed: simplification of written messages compelling a response or necessary action; minimum need for equipment and supplies; designed for standard window envelopes; uniformity and numbering of forms for writing, filing, finding and follow-up. **For More Information Circle No. 199.**

ACCO BINDS BEST

COSTS LESS



Acco binders secure records, invoices, catalogs, safely—papers can't slip out. No needless bulk! Unlike ordinary binders, trim, space-saving Acco binders slim to their contents—whether 1 sheet or 1000 sheets. 5 colors. Many sizes — from 36 ¢ up.

ASK FOR ACCO's new booklet "Ideas That Save Time and Space" —available free at office outfitters.

ACCOPRESS®

GENUINE PRESSBOARD BINDERS

Or write: ACCO PRODUCTS,
A Division of Natser Corporation, Ogdensburg, N.Y. - In Canada: Acco Canadian Co., Ltd., Toronto

For More Information Circle No. 284

® REG. T.M.

NOW! get the TRUTH about DICTATING MACHINES!

stop in at

Booth 758A

see the **JANRUS STEN-O-DICTATE®**

with **availability**

and **GRUNDIG QUALITY**

that speak for themselves!

NEW
1961 MODEL TS

Now—the dictating machines you want — when you want them — *without restrictions, hedges or tie-in deals.*

Janrus STEN-O-DICTATES give you the newest 1961 Grundig improvements, including

- *new microphone with*
  BUILT-IN • STOP • START • REPEAT • RECORD • AND PLAYBACK CONTROL
- *new, easy-to-read* MINUTE COUNTER
- OTHER EXCLUSIVE GRUNDIG FEATURES

Come in today . . . see why the JANRUS STEN-O-DICTATE is *the* dictating machine to sell!

Complete GRUNDIG-LINE AVAILABLE, including Hi-fi equipment.

members:

INTERNATIONAL RECORDERS CORP.
5 East 32nd Street, New York 16

For More Information Circle No. 250

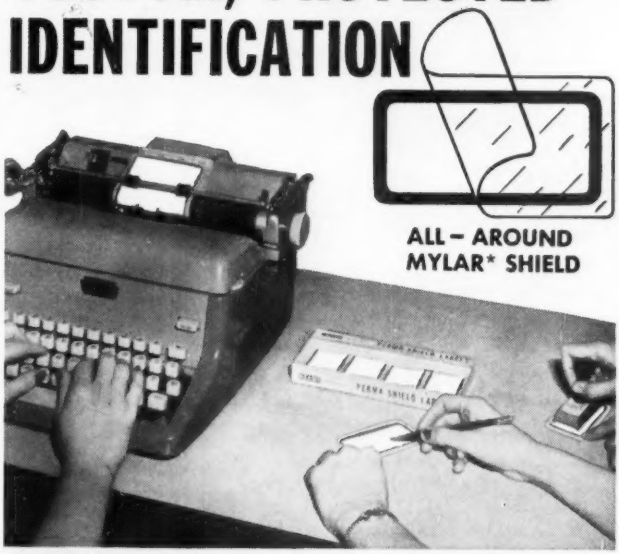
MAGNETIC TAPE CLIP

Minnesota Mining & Mfg. Co., 900 Bush Ave., St. Paul 6, Minn., offers a plastic clip that slips smoothly between the flanges of reels to hold loose ends of magnetic tape securely in place. The Scotch Tape Clip, a thimble-sized product is available in packages of ten at 35c retail. One of the clips soon will be packed with each roll of Scotch magnetic tape. Molded of polystyrene plastic, the triangular-shaped accessory is sturdy yet flexible and easily clips onto tape on reels. All edges are tapered and smooth to prevent scratching the tape. The clip was designed as a simple and quick means of keeping tape, on partial or full reels, from tangling or unwinding during storage and shipment. Produced only in one width, the clip fits standard ¼" tape on any size reels. **For More Information Circle No. 118.**

CONTROL BOARD

Rol-a-chart Div., Conley, Baltzer & Steward, 494 Jefferson St., San Francisco 9, Calif., announces the Rol-a-chart magnetic model of the Rol-a-chart visual control board that features magnetic indi-

CUSTOM, PROTECTED IDENTIFICATION



BRADY Pressure-Sensitive **PERMA-SHIELD LABELS**

Low Cost, clear-as-glass, Mylar* Shielded Label can be typed, stamped, printed or written on with pencil, pen or ballpoint. Tough, pressure-sensitive, all-around cover protects the identification from smudging, scuffing, weather, oil. Easy to use. Continuous, perforated form. Many uses: File folders, parts bins, machinery, electrical panels, lab specimens, drums, shipping, etc. Write for samples. *Du Pont's Reg. T.M.

W. H. BRADY CO.—792 West Glendale Ave.—Milwaukee 9, Wis.
Manufacturers of Quality Pressure-Sensitive Industrial Tape Products
Est. 1914
102

For More Information Circle No. 449

fully automatic... yet modestly priced

the Lathem 8800 time recorder

Accurately, time is registered the instant the time card is inserted . . . in two colors and correctly positioned, with IN and OUT separated in two columns. Impossible to overprint. Yet this completely automatic 8800 Time Recorder is priced within the range of typewriters.

Send today for full details.

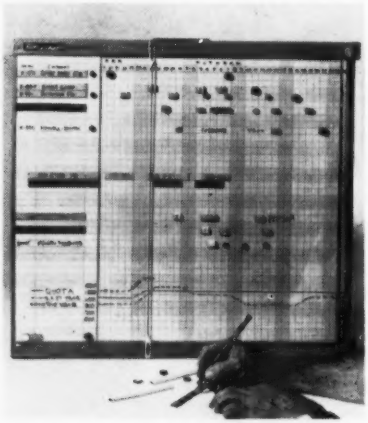
LATHEM TIME RECORDER COMPANY
88 Third Street, N.W. Atlanta, Ga.

Gentlemen: Without obligation, please send me full information, including prices, on the completely automatic 8800 Time Recorder.

Name_____
Company_____
Street_____
City_____ Zone____ State____

For More Information Circle No. 428

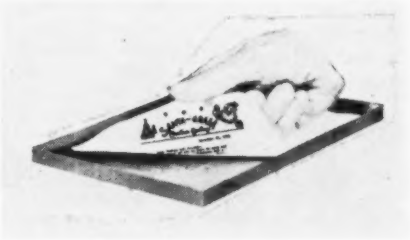
cators. When placed on the Rol-a-chart's rotating plastic sleeve, indicators move with the sleeve as it is turned to bring pending jobs closer day to day. Indicators are available in six colors for coding, finished with a write-on and wipe-off surface. Magnetic index strips permit fast entry and rearrangement of names and jobs. Entries



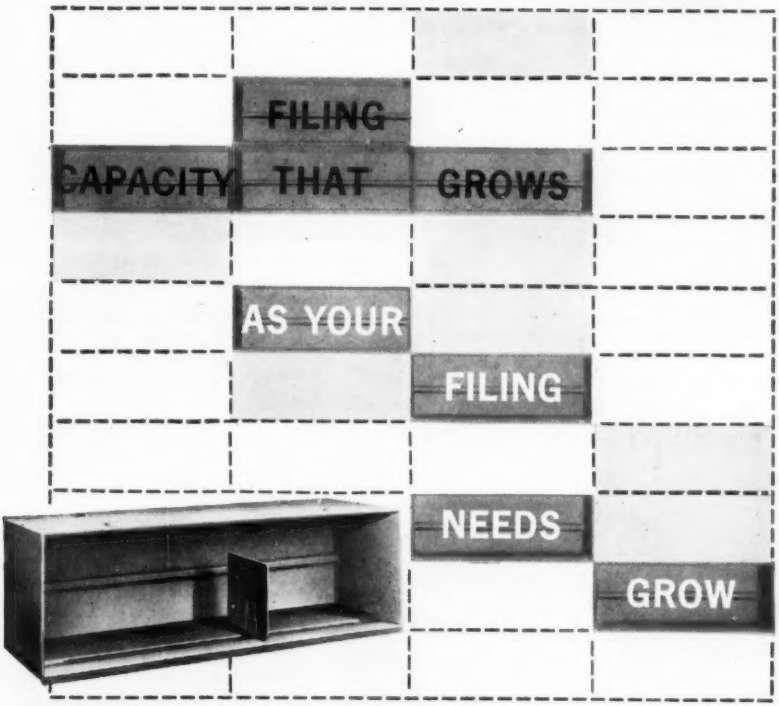
also can be made directly on the plastic-laminated index and plastic sleeve. This combination of direct entries and magnetic indicators makes it possible to develop a wide variety of scheduling systems quickly and easily. Wall hangers, plus a folding easel and carrying handle, add to the board's usability. **For More Information Circle No. 126.**

HECTOGRAPH DUPLICATOR

Multi-Gram Div., Crestline Corp., Box 274, Streator, Ill., offers the Multi-Gram manual hectograph duplicator suitable for



DIEBOLD ADD-A-SHELF OPEN SHELF FILING



• Diebold modular design permits expansion of your filing capacity as your needs increase . . . simply by adding Add-A-Shelf units. • Units lock together top-to-bottom, side-to-side, back-to-back! • No tools or additional materials needed. • Add-A-Shelf turns wasted space into storage space . . . can be erected in hallways . . . above doorways . . . used as room dividers.

DIEBOLD
INCORPORATED

DIO-1147

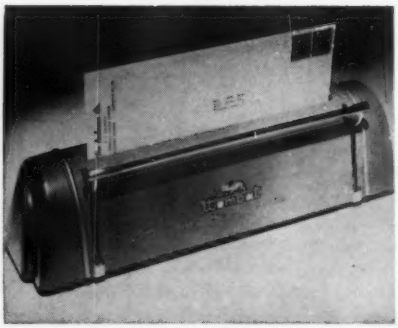
Send coupon for detailed information.
Diebold, Incorporated Dept. OE-124
Canton 2, Ohio

Gentlemen: Please send details on Diebold Add-A-Shelf open shelf filing units.

Name _____
Company _____
Address _____
City _____ Zone____ State_____

For More Information Circle No. 332

It's *Brand New*
THE FASTEST SELLING MOST PROFITABLE OFFICE APPLIANCE OF 1960!



Retail List

$29.95

Price slightly higher west of Rockies, Alaska and Hawaii.

★ **FAST . . .** Automatically aligns and opens letters in a fraction of the time.

★ **SAFE . . .** No skill needed to operate. No way to get hurt or cut.

★ **SURE . . .** Opens even extra bulky letters without mutilating contents.

REDMAN'S WOMBAT LETTER OPENER

Here is the perfect letter opener for the 95% of *your* customers that are still opening their letters with the old-fashioned "mutilating-blade" letter openers.
With fingertip control . . . almost automatically . . . the Wombat opens 40 to 50 letters a minute . . . top, bottom or either side. Saves hours of time each week in the small or medium-sized office, store or factory.
The unit has self-sharpening cutting blade, rubber feet, steel bearings, chrome trim and is Unconditionally Guaranteed for 5 years!

For complete information and wholesale price list . . . write, wire or phone

The REDMAN COMPANY
Dept. O-10 Phone: AVenue 3-0322
6028 N. Cicero Ave. Chicago, Illinois

For More Information Circle No. 425

short runs of small forms. It will produce 50 to 100 copies on sheets up to 5½" x 8½" and postcards. Suitable for use by smaller, non-profit groups or as a toy. Complete with red and blue hecto carbon masters, instructions and 100 sheets of paper, the Multi-Gram retails at $4.95. **For More Information Circle No. 201.**

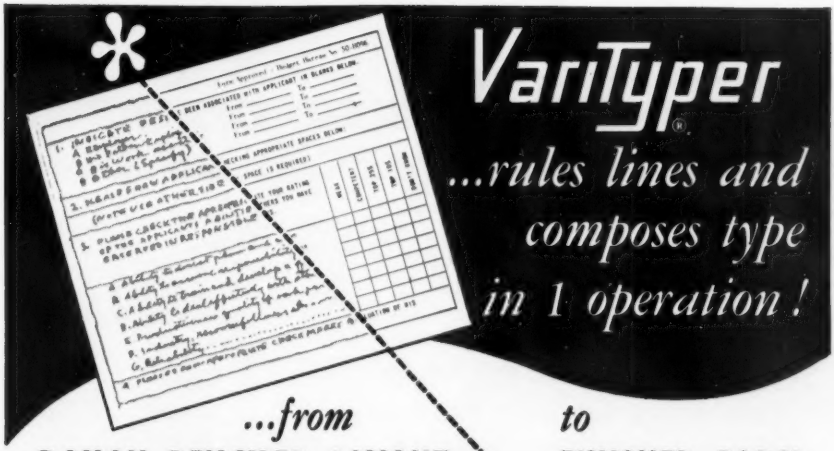
CHECK PROTECTOR-PEN

Hamilton-Pax, Inc., 3745 N. Kedzie Ave., Chicago 18, Ill., offers the Register combination ballpen and Rolotrac to prevent fraudulent alteration of written amount on a check. Check is written with the ballpen then placed on plastic base plate containing perforation points. Roller on end of pen is moved over written lines

on check to prevent alteration without detection. Ballpen should last five years for normal check writing. Its ink is smear-proof, nonfading and instant drying. Refills are available. Entire kit is light in weight and fits pocket size check book. In gift package it retails for $3.98, or $4.98 with vinyl pocket cover. **For More Information Circle No. 182.**

GUMMED LABELS

Kalamazoo Label Co., 321 W. Ransom St., Kalamazoo, Mich., offers gummed labels printed on Prone paper stock which handles and stores like plain paper. It has a "relaxed" quality, lies flat without pre-sticking or curling through extreme variations of temperature and humidity, yet sufficient body and bulk to handle

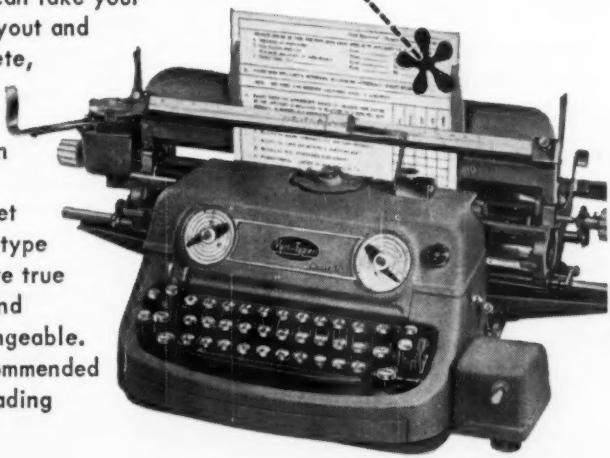


...from *to*

ROUGH PENCILED LAYOUT — FINISHED FORM

Lines Ruled Automatically — by Push Button

Your VariTypist can take your rough penciled layout and give you a complete, finished form, including the type matter, directly on a duplicating master or for offset camera. Both the type and ruled lines are true printer's styles and are instantly changeable. VariTyper is recommended by the world's leading forms designers.



THE MACHINE WITH 1,000 FACES

This 'ad' was composed on the *VariTyper.* The Heads were photo-composed by HEADLINER.

VARITYPER CORPORATION
A SUBSIDIARY OF ADDRESSOGRAPH-MULTIGRAPH CORPORATION

VARITYPER CORPORATION Dept. D-107
720 Frelinghuysen Avenue, Newark 12, N.J.
Please send me VARITYPER Booklet D.

NAME.....

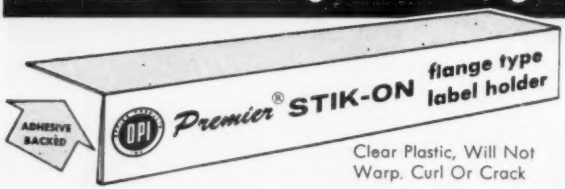
COMPANY.....

ADDRESS.....

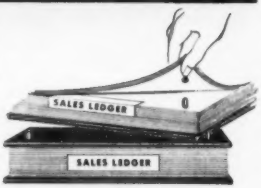
CITY.....ZONE....STATE.....

For More Information Circle No. 357

Do Your Indexing & labeling the *Easy Way*



Clear Plastic, Will Not Warp, Curl Or Crack



Custom Quality for Custom Labeling and Universal Indexing

ADHERES TO ANY CLEAN FLAT SURFACE . . .

- **Metal** • **Paper** • **Cardboard** • **Plastic**
- **Wood** • **Cork** • **Glass, Etc.**

Transparent panel-face allows for changing of printed, typed or written inserts at will.

Packed In Individual Poly Bags With Two Insert Labels In Each

Stock No.	Width	Length	No. Packed To Box
PF-½	½"	6"	1 Dozen
PF-¾	¾"	6"	1 Dozen
PF-1	1"	6"	1 Dozen

Special Sizes and Widths on Request

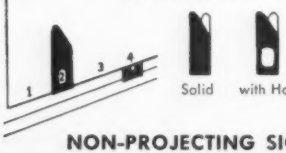
HUNDREDS OF USES

Ideal For All Types of Indexing. Enjoy neat, attractive labels anywhere in your office—factory—store or home.

• Open-backed Binders • Engineering Drawings • Storage Shelves • Library Shelves • Parts Bins • Display Units

Colors Available—Amber / Blue / Green—Yellow / Red / Inserts for Easy Typing Furnished

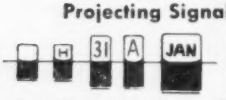
14 X 34 N P V-JAW



CAN BE USED AS SOLID OR WITH HOLE —PLAIN OR PRINTED

NON-PROJECTING SIGNALS SmithKlips

Projecting Signals SmithSignals



Projecting and Non-Projecting Signals are available in twelve colors:

White • Light Red • Yellow • Dark Blue • Light Green • Dark Red • Dark Green • Pink • Orange • Brown • Black • Light Blue

*SLIP-ON POST BINDER LABEL HOLDERS

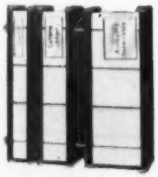
for open-back post binders and ledgers.

Made of sturdy plastic, they are designed to identify every open-back binder.

3 Standard Sizes

Special Sizes on Request
PBS—(½" x 2½")
PBM—(1" x 2½")
PBL—(2" x 2½")

BOTH SURFACES ARE SPECIALLY TREATED—It slips into position to lock on any size post—and grips firmly without marking.



*Patented

Complete line for labeling, filing and indexing • Sold Through Stationers Only or Write

Office Products Inc.

26029 W. 8 Mile Rd.
P.O. Box 6677
Detroit 40, Michigan

or

CHARLES C. SMITH, INC. EXETER, NEBRASKA

West Coast Distributor: Arch K. Ansty, 171 2nd St., San Francisco 5

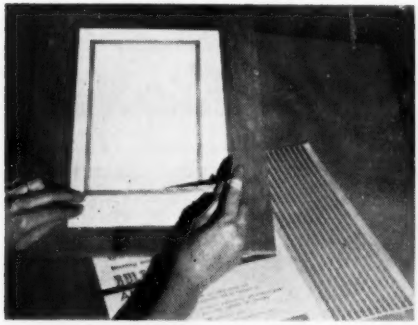
For More Information Circle No. 285

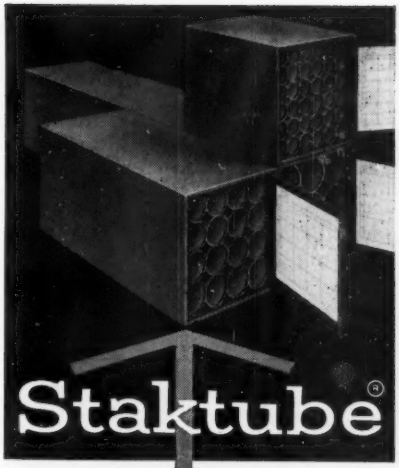
well in a labeling or imprinting machine. It feeds flat without curl, offers no labeling resistance, conforms readily to a product surface, forms a strong permanent adhesive bond. These labels are offered

in product-identifying and standard address types. Available in a variety of finishes, single and multicolors, plain or varnished. For literature, printed on Prone paper, giving details and prices, **Circle No. 138.**

RULES & BORDERS

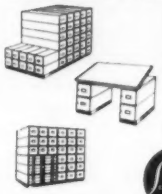
Fototype, Inc., 1420 Roscoe St., Chicago 13, Ill., introduces Rule-Pak, ready-to-use strips of typographical rules and borders printed and pre-cut on pressure-





Stacor's lifetime steel

ROLL FILE SYSTEM



"Easy-file easy-find" system to keep rolled prints, plans, maps clean, safe. 32 sizes — 8 lengths, 4 tube diameters.

Send NOW for illustrated catalog.

STACOR EQUIPMENT CO.
333 Emmet St., Newark, N. J. • Bigelow 2-6600
Dealer Inquiries Invited

For More Information Circle No. 442

THE PRINT-O-MATIC CO., INC.
734 W. WASHINGTON BLVD. • CHICAGO 6, ILL.

For More Information Circle No. 443

sensitive paper. Hairline rules, bold rules, rules for forms, decorative borders for editorial and advertising use are included among Rule-Pak's 38 styles and sizes. Each 6" x 12" sheet has up to 1000 linear inches, depending on the width of the rule or border. Cost per sheet is under 50c. The assortment of 38 styles and sizes includes plain rules in 11 widths. Broader widths can serve as tone panels, color panels or background for reverse color headings. Charts and graphs are also natural applications. Underlining accomplished quickly and neatly. Coupons, certificates, title pages and cover designs that call for an extra decorative touch are easy with Rule-Pak sheets. Inexpensive and easy to handle, they are practical to use on presentation layouts as well as on the paste-up itself. For style sheet, **Circle No. 155.**

BALLPEN

All-Rite Pen, Inc., Hackensack, N. J., offers the Fiesta ballpen priced to retail at 49c with barrel colors of aqua, blue, light blue, light green, light gray, rose and black, made up into 12 color assortments of barrels, caps and plungers. The complete dozen different color combinations are packed in a full-color carton. Appearance of the pen is enhanced by a boldly designed clip and a ring, both chrome-plated. Automatically rotating point and cartridge rotate 1/3 turn each time extended and retracted, assuring uniform ink distribution, better writing performance, and longer life. Retracting mechanism was tested over 100,000 times without failure. Refills retail at 25c for medium line and 29c for fine line. Ink colors are blue, red, green and black. **For More Information Circle No. 180.**

NEW! All Purpose 14½" PAPER CUTTER
SAFE...ACCURATE...STURDY...EASY TO OPERATE

At a Sensational Price
Only $139.50 List

ANYONE CAN OPERATE the **NEW HOMS M14 All Purpose 14½" Paper Cutter** easily, accurately and in complete safety. Precision engineered, the Model M14 has features matched only in higher priced cutters . . . such as: automatic safety device, heavy duty paper press, full length side guide, full width adjustable back gauge and two permanent rules so that back guide may be set and locked for any paper size required. **See your dealer TODAY!**

WRITE TODAY for BROCHURES
Complete INFORMATION, HOMS Office Products, Department O:

DOUGLAS **HOMS** CO., INC.
1314 ROLLINS ROAD
BURLINGAME, CALIFORNIA

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PRINTERS — STATIONERS — DEALERS

CARBON INTERLEAVED SINGLE SET
CONTINUOUS & TABULATING
CUSTOM, STOCK & STANDARD
FORMS

DISTRIBUTED THROUGH DEALERS & STATIONERS EXCLUSIVELY

NATIONAL LITHO FORMS CO.
18423 EUCLID AVE., CLEVELAND 12, OHIO

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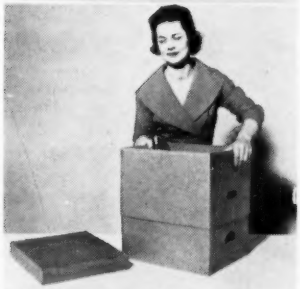
1

2



3

SETS UP AUTOMATICALLY
"1—2—3"
FOR IMMEDIATE USE

The UNIQUE

PAIGE MIRACLE BOX

cuts record retention costs
75% in equipment—300% in space!

The unique Paige Miracle Box has created a new system for efficient and economical record retention, utilizing full floor-to-ceiling space.

UNIQUE—because it sets up INSTANTLY and AUTOMATICALLY—no taping or stapling required.

UNIQUE—because it is the only corrugated container that is completely double-walled and double-cornered, providing amazing strength and durability.

UNIQUE—because it is double-floored, providing a bottom that can't "fall through."

UNIQUE—because it has a separate, telescopic cover.

UNIQUE—because it is rugged, though light in weight. Easy to lift and move by its comfortable hand-holds; even when full, can easily be carried by a girl.

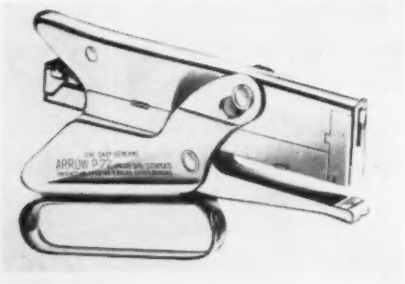
Our brochure explains how the use of the unique PAIGE MIRACLE BOX has developed a new system of retaining records . . . how leading companies get maximum use of available space, highest efficiency in operations, greatest convenience for personnel. We'll be glad to send you a copy.

The PAIGE Company
95 MADISON AVE.
NEW YORK 16, N. Y.

THE PAIGE CO., 95 MADISON AVE., NEW YORK 16, N. Y.
Send your new, illustrated Miracle Box brochure.
0-10-60

NAME ..... TITLE .....
COMPANY .....
STREET .....
CITY ..... ZONE ..... STATE .....

For More Information Circle No. 471

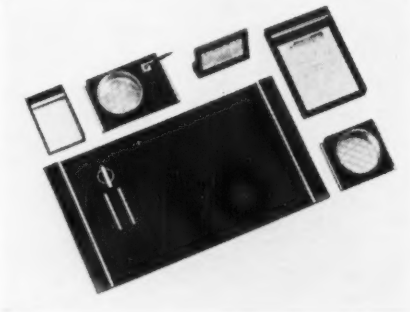


PLIER STAPLER

Arrow Fastener Co., 1 Junius St., Brooklyn 12, N. Y., has incorporated several new features in its P-22 Plier-Type Stapler: hand guide loop for easier, more comfortable gripping (handy for wall hanging when not in use); visible refill indicator shows at a glance when staples are running low; improved double-leverage action for better staple penetration; removable staple channel for easy-to-get-at cleaning. These features enhance the stapler's utility as a fastening tool for dry cleaning plants, florists and nurserymen, grocery stores, supermarkets and numerous other office and industrial users. **For More Information Circle No. 166.**

DESK PADS, ACCESSORIES

Chicago Desk Pad Co., 4640 N. Oketo, Chicago 31, Ill., announces the Futura line of desk pads and accessories, featuring



For More Information Circle No. 422

THE FINEST FLATBED PHOTOCOPIER EVER MADE

For consistent high quality copies and reliable performance, nothing beats a flatbed photocopier–**TRU-FAX** leads the field.

Superior Reproduction—Copies are sharp black on bone white, photo-exact, frequently better than the original. Permanency guaranteed.

Copies Anything—From all colors of print, pencil, hectograph, ball point, rubber stamp, blueprints, books, and magazines.

Delights Operators—Timer and all operating controls are mounted on front panel for perfect visibility and ease of operation. Ready to work at flick of switch.

Versatile—Time Saver—Will outperform any photocopying machine at any price. Uses "diffusion" or "stabilization" type papers and developers. Unique lighting principle exposes copy in less than two seconds.

Made in two sizes ■ Model 4E—exposure area 10″ x 16.8″ ■ Model 3E—exposure area 14″ x 20″ ■ Simple, easy to clean, there are no parts to rust, corrode or replace ■ Pressurized pneumatic head optional ■ *Mail Coupon Today.*

CURTIS-YOUNG CORPORATION

110 WEST 18th ST.
NEW YORK 11, N.Y.

Curtis-Young Corp., 110 W. 18th St., New York 11, N.Y.

☐ Please Send Complete Details Of The New Tru-Fax Photocopier.

☐ We Are Interested In Dealer Franchise.

NAME _____

POSITION _____

COMPANY _____

ADDRESS _____

CITY _____ ZONE ____ STATE _____

For More Information Circle No. 237

$259
No. 1722-20

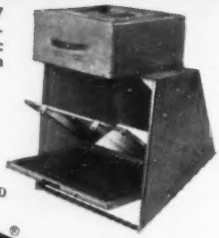
Includes everything you need to make offset plates and duplicating masters: vacuum frame; motor; pump; gauge; and nuArc's popular N-20 arc lamp.
With automatic carbon strike and feed mechanism, No. N-20A $305

COMPACT • INEXPENSIVE
Arc Lamp
AND
Vacuum Frame
COMBINATIONS

Economical N-16W unit. Includes manually controlled arc lamp; vacuum frame.

$139

Complete with pump and motor, $196.50



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nuArc® COMPANY, INC.
4110 W. GRAND AVE.
CHICAGO 51, ILL.
SALES & SERVICE: NEW YORK • LOS ANGELES

DARKROOM SAFELITES

For table, wall or ceiling mounting. Metal construction. Ruby or white lights. Six standard sizes—or can be made to your specifications.

nuArc COMPANY, INC.
4110 W. GRAND AVE. • CHICAGO 51, ILLINOIS
For More Information Circle No. 421

modern design executed in top grain cowhides or custom upholstery leathers with a smart, distinctive stainless steel trim. Futura is offered in three sizes of desk pads. The complete line of accessories includes a memo sheet holder, thinline ash tray and pen set combination, yearly perpetual calendar, leather lined legal size letter tray, 6½" sq. base thinline ash tray and a library set. **For More Information Circle No. 198.**

CARBON COPY SETS

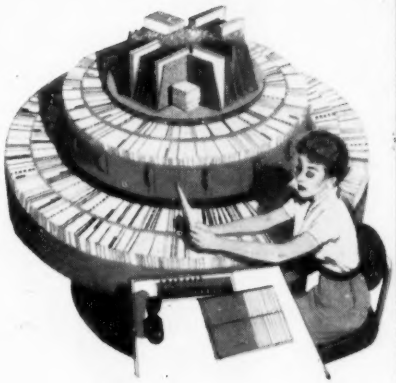
Type-Rite Corp., 21 State Highway 10, Hanover, N. J., announces that Sea Foam Bond Carbonsets now have self-instructing back printing. Each sheet of carbon is imprinted with instructions on using the

Carbonsets. Also included is a handy positioning guide on the right-hand side for quick and easy alignment and for aid in determining the number of lines remaining on the page. For free sample, **Circle No. 129.**

OUTDOOR LABEL

Labelon Tape Co., 450 Atlantic Ave., Rochester 9, N. Y., announces a self-sticking label for outdoor or permanent indoor use. Called MC Labelon, it consists of a pressure-sensitive card that can be written or typed upon, then covered with an attached clear layer of outdoor

New ACME VISIBLE ROTARY cuts record handling time in half!



A touch of a button spins data to user at electronic speed! Look at any point in your operation where record or data files are used. You're apt to see workers spending a third to half their time shuttling between desks and cabinets, reaching, stooping, drawer pulling. **New Acme Rotaries end this waste motion completely!** At desks around a smartly modern Rotary, 1, 6, 12 users or more have instant access to as many as 250,000 records. To see how Rotaries save time, money, and up to 50% in floor space, SEND COUPON TODAY.

ACME VISIBLE

Acme Visible Records, Inc
2210 W. Allview Dr., Crozet, Va.
Please send free report on the "Revolution in Record Handling" . . . showing many types and sizes of power and manual Rotaries.

Name_____ Title_____

Company_____

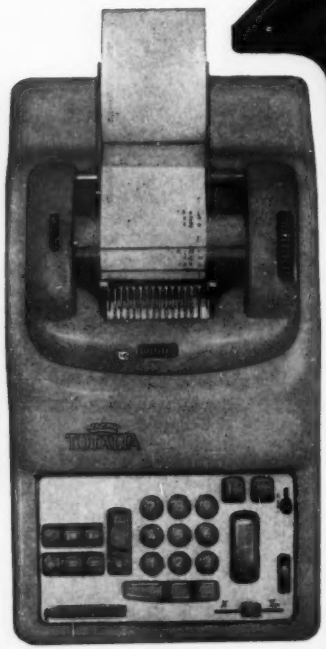
Address_____

City_____ Zone____ State____

For More Information Circle No. 371

DIVISION

Mod. 8381



12 +
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12 T

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12 =
144 T

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12 =
12 Q

1 T

- **The Most Complete, Versatile and Practical Printing Calculator**

LAGOMARSINO-FAI
Viale Umbria 36 - Milano (Italy)

Distributing Centers in U.S.A.
NEW YORK, Check Writer Co., 565 Broadway
CHICAGO, Import Office Machine Co., 159 N. Dearborn St.
SAN FRANCISCO, Northwest Lagomarsino, 639 Howard St.
LOS ANGELES, Wholesale Business Machines, 7525 Beverly Blvd.
HOUSTON, Adding Machines Distributing Co., 2223 Caroline St.
DALLAS, Wholesale Office Machines Co., 2000 North Lamar St.
LOUISVILLE, KY., Import Business Machines Co., 1503 Bardstown Road.
PUERTO RICO distributor: SAN JUAN, Real Hermanos Inc., Calle Tanca 250
CANADA distributor: TORONTO, Nauta Bros., 3615 Danforth Ave.

TOTALIA

For More Information Circle No. 325

Mylar plastic for permanent protection to withstand rain, dirt and sunlight. It is not affected by grease, oil or acids. The writing under the cover cannot be altered or marred in any way, and labels resist heat up to 300° F. or cold down to —100° F.

MC Labelon is easy to use, taking only a second to apply. Labels are available with borders in black, blue, red or green, for coding purposes, conveniently packaged in small tray-type boxes. Sizes range from 5/8" x 1½" up to 2" x 3¼". The smallest size costs only 1c per label. For all prices and free samples, **Circle No. 120.**

CARBON RIBBON

Carter's Ink Co., Cambridge 42, Mass., announces a spool plug modification for

Stylewriter carbon film ribbon which easily adapts to fit all typewriters with carbon ribbon attachments. Stylewriter

another FIRST with
FASTER SERVICE
for YOU, the dealer...

ROGERSNAP
RUSH-UP
24 HOUR
QUOTE SERVICE

...on custom snap forms!

You no longer need be confused by complex ORDER FORMS, PRICE SHEETS and QUOTATION RESPONSIBILITIES—plus the LONG WAIT for confirmation!

ROGERSNAP now services dealers with NEW EXCLUSIVE "RUSH-UP 24-HOUR QUOTE SERVICE" . . . and we pay the AIR POSTAGE both ways! Write NOW for your special RUSH-UP kit and stickers.

If you aren't already a ROGERSNAP representative, ask for our dealer plan on how YOU can make more money easier with FASTER service to your customers.

ROGERSNAP
BUSINESS FORMS
P. O. BOX 10425 DALLAS 7, TEXAS

For More Information Circle No. 420

finding and filing *takes just Seconds*

with BARKLEY TAB GUIDES

Modern offices use Barkley Tab File Guides because they make the job so easy. How? Well, each tab is both angled and magnified—takes only a glance to find the file you want. And Barkley Tabs are durable—stand up under constant use for years. The next time you make up your supply list . . . *be sure to add Barkley Tab File Guides . . . at the top.*

At all leading stationers.

C. L. BARKLEY & CO.

1220 W. VAN BUREN ST. • CHICAGO 7, ILL.

For More Information Circle No. 418

SORTKWIK®

Your Stationer has SORTKWIK or will stock it for you. Only 50c each.

For More Information Circle No. 419

ribbon is made of strong, break-resistant Mylar to reduce bothersome rethreading due to breakage. This results in a smoother workflow, and more usable feet per ribbon. The thin ribbon film puts a minimum of material between paper and type to make impressions sharper, easier to read. The ribbon gives excellent results for all correspondence and material for reproduction by office copying machines or offset printing. Available in five colors with color-keyed plastic cores: black, blue, green, red, brown. Eliminates the need to stock several ribbon sizes for different typewriters. **For More Information Circle No. 140.**

SIGN KIT

Pryor Marking Products, 434 S. Wabash Ave., Chicago 5, Ill., announces Motivex heavy duty do-it-yourself plastic Sign Kit. This fast and practical quick-change sign method permits colorful signs, posters, bulletins, etc., to be set up on the spot.

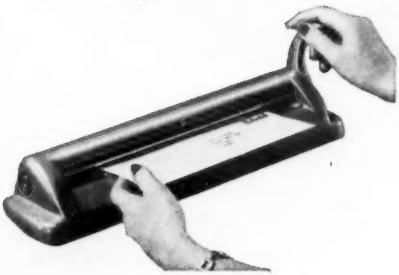
Each three-dimensional character is molded with plastic prongs that fit snugly into perforations in the panel. Alignment and spacing is automatic. Kit contains panel with molded, self-contained border frame and molded foot supports. Panels available in three sizes: 5½″ x 6½″, 6″ x 12″, 9″ x 12″. Characters come in four sizes: ½″, ¾″, 1¼″, 2″. Panels come in black or gray; characters in red or white. Characters guaranteed against breakage for three years. Special demonstration set

No. MB912 containing 9″ x 12″ panel and 425 white and red ½″ plastic characters is $12.75. **For More Information Circle No. 174.**

SHELF LABEL HOLDERS

Cel-U-Dex Corp., New Windsor, Newburgh, N. Y., offers the Hi-Lo label holder to eliminate stretching and stooping when reading high and low shelf labels. The angled label holder can be placed to face the viewer and permanently attached with finger-tip pressure. Hi-Lo labels are easily handwritten, typed or printed on changeable inserts. Classifications may be kept current, or a complete reorganization

Checks deposited earlier!



If there's money in your incoming mail, a MailOpener will help you get it to the bank sooner. Earlier distribution of mail speeds paper processing in every department.

• A MailOpener snips a hairline edge off an envelope without cutting its contents —is far faster, easier, more efficient than opening letters by hand. Will handle envelopes of any size, weight or stock. Three models, hand or electric, for any size office; or any size envelope.

• Ask the nearest Pitney-Bowes office to show you what a MailOpener can do for your office—no obligation. Or send for free illustrated booklet.

FREE: *Handy desk or wall chart of postal rates, with parcel post map and zone finder.*

Pitney-Bowes
MAILOPENER

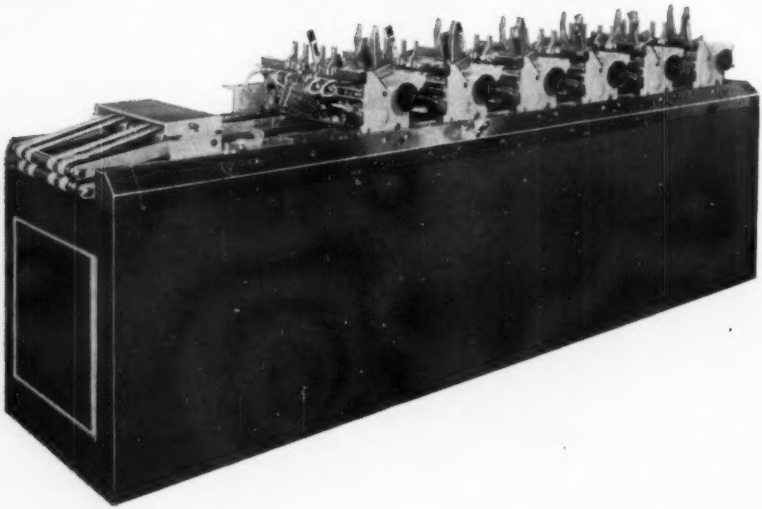
PITNEY-BOWES, INC.
3459 Walnut Street, Stamford, Conn.
. . . originator of the postage meter . . .
139 offices in U.S. and Canada.

Plan To See The Business Equipment Exposition, Los Angeles Memorial Sports Arena, November 1, 2, 3, 4, 1960
For More Information Circle No. 353

THE PERFECT

gather-all

SHEET & SIGNATURE COLLATOR



Didde-Glaser pioneered – and proved – automated gathering machines in the bindery with the *Speed-Klect – only fully automatic sheet collator in the world to gather and glue one-time carbon forms at high speeds!*

Now, Didde-Glaser introduces the newest sensation of the printing industry – a Tandemer / Gather-All team for producing office forms. You can always depend on Didde-Glaser for the latest innovations in automation for the printing industry.

THE GATHER-ALL. The new Didde-Glaser Gather-All is designed as a labor-saving, cost-reducing collator for sales manuals, instruction booklets, price sheets, pamphlets, mailing pieces, and folded signatures.

When coupled with a stitcher, creeper, criss-cross or other delivery attachments, the Gather-All completes the printed job. A compact, modular collator, built in three- and four-station add-on units, additional Gather-All units may be added at any time in your plant.

For More Information Circle No. 322

COMBINATION

TANDEMER

ROLL-FED OFFSET PRESS

See them both at National Business Show, N. Y. Coliseum, Oct. 24-28th.

THE TANDEMER PRESS. In this new modular, high-speed, roll-fed press, Didde-Glaser offers a low-cost offset jobber that brings "big-press" performance within the reach of every office forms printer.

For office forms, the Tandemer "starter" set – consisting of one roll-stand, one offset printing unit, one terminal cut-off unit, and one creeper delivery unit – will print anything a small sheet-fed press will print . . . four times as fast!

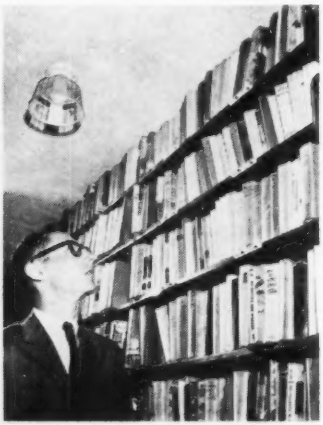
A request on your letterhead will bring complete information concerning the Tandemer/Gather-All team promptly. Please write: **Didde-Glaser, Inc., Dept. O10, 50 Hiway and W. 12th Ave., Emporia, Kan.**

Didde-Glaser, INC
Emporia, Kansas

Designers / Manufacturers / Distributors of Graphic Arts Equipment

For More Information Circle No. 224

made, without rearrangement, since all that is required is to remove old label, slip in new. No matter how long labels stay in



place, they are kept clean and legible. The holders are available in 1", 2", 3", 4", 5" and 6" lengths. **For More Information Circle No. 181.**

ERASER

Gardner Stamp Co., 166 S. Washington St., Wilkes-Barre, Pa., offers a special compound typewriter eraser made in the shape

of a red heart. Gardner's Heart Erasers are $1 a doz. **For More Information Circle No. 211.**

For More Information Circle No. 450

MASO

MODERN ELEVATOR STAND

VALUE FAR ABOVE THE PRICE

QUIET UNDERCOATED TO ABSORB NOISE

NO. 1695
MASO
SPECIAL

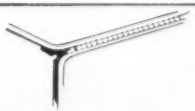
MORE FOR YOUR MONEY

in these features...

- All steel
- Power pedal
- Rattle proof — *quiet*
- 2 drop leaves
- Elbow-type arms
- Tubular legs
- Soft rubber casters roll smoothly
- One foot adjusts for uneven floors
- Baked enamel finish; *also available in colorful wood-grain plastic tops.*

EXCLUSIVE FEATURE: 1-piece leg bracket

MASO elevator stands are ideal for electric typewriters, adding machines, calculators and other office equipment.

CHOICE OF COLORS			
Mist Green Gray Desert Tan Olive Green Brown	 One Foot Adjustable	 Continuous Piano Hinge	 Exclusive Power Pedal

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MASO

Established 1933

Other EXTRA VALUE products by INTERSTATE include a wide variety of bookcases, storage cabinets; steel elevator-type stands for heavy business machines; office utility stands, plastic chair mats.

Interstate Metal Products Co., Inc.
(Office Equipment Division)
666 Lake Shore Drive, Chicago 11, Ill.

Please send us FREE Office Equipment Catalog and price list on MASO quality products.

NAME _____

TITLE _____

COMPANY _____

ADDRESS _____
(City) (Zone) (State)

For More Information Circle No. 281

TRAVELING SALESMAN?

Yep! Clark travels . . . and Clark sells . . . He's one of the company's best salesmen.

But right now Clark isn't traveling . . . and he's missing some important sales. He's hung up in a small midwest town waiting for his expense check from the home office.

So unnecessary! If Clark's company used the Traveletter® System for reimbursement of expenses, he could get immediate cash at any one of the 5000 hotels, motels or banks that are Traveletter correspondents and be on his way.

The Traveletter System is used by hundreds of leading companies employing from 1 to 1000 travelers, including United Aircraft Corporation, Western Electric Co., Charles Pfizer Co., Minneapolis Honeywell Regulator Co., Kendall Mills, A. B. Dick Company and many others.

TRAVELETTER®

. . . MODERN SYSTEM

for Handling and Controlling Travel Expenses . . . Since 1894.

Descriptive Brochure on Request

"Traveletter"—Reg. U.S. Pat. Off.

TRAVELETTER CORPORATION, GREENWICH 3, CONN.

For More Information Circle No. 286

Literature from the Manufacturers

USED DICTATING MACHINES

American Dictating Machine Co., 51 West 45th St., New York 36, N. Y., has reprinted its complete dealer catalog of used dictating machines with illustrations and specific details of Rex Recorders, Dictaphones, Ediphones, SoundScribers

and other makes and models. Prices are shown for the machine new, rough, rebuilt and suggested retail price. This allows dealer to supply a customer with any make or model desired. Dealer can order equipment and return it for full credit if he does not make the sale. The catalog is $2.50 to all. Pages are available to dealers at printer's cost for their own promotion.

PENCILS

J. S. Staedtler, Inc., 25 Dicarolis Court, Hackensack, N. J., has released a comprehensive, 24-page catalog, covering a variety of pencils to suit standard and specialized requirements. Eighty-one quality items are shown and described: general writing, marking, colored, reproducing non-reproducing, indelible, hectograph, painting, charcoal, sketching, carpenter and mechanical pencils; various types of pencil erasers, ballpens, lumber crayons, painting chalks, and pencil sharpeners; plus a wide selection of professional drafting pencils. Three indexes make it easy to locate items. For this catalog, **Circle No. 189.**

VERTICAL CAMERA

M. P. Goodkin Co., Dept. A, 112 Arlington St., Newark 2, N. J., describes its Vertical 18″ TransferMate Camera in literature now available. The TransferMate exposes film and paper up to 14″ x 18″ and is designed to meet the exacting, first-step photographic needs of Ektalith, Gevacopy and other matrix-transfer processes. It serves equally well in the production of fine and halftone negatives. A portion of the camera's top surface and recessed shelf accommodate both the Ektalith Loader-Processor Unit and the Ektalith Copy Unit, making one integral unit of all. For this literature, **Circle No. 184.**

PHOTOCOPIER

Cormac Photocopy Corp., 80 Fifth Ave., New York 11, N. Y., describes its newest photocopier, the 300, in a colorful brochure. The machine's outstanding feature is Flo-Tronic Control, a method of automatic electronic operation that eliminates mess, fuss, spoilage and solution handling. With the flick of a switch, the 300 automatically prepares itself for copying, and then shuts itself off. At the end of the day, switch is again activated and storage function takes place, also completely automatically. Oxidation is reduced to minimum and cartridge life is prolonged. Other features covered in complete detail are snap-in cartridge loading with positive

DEALERS

HERE'S A PROFIT OPPORTUNITY

Our Snap-Apart Forms have been a standard of quality for years. For fine printing; just right "snap-apart" action, they are unexcelled. INTERNATIONAL BUSINESS FORMS snap-aparts assure customer satisfaction.

Continuous Forms, TOO! Now—offer your customers Continuous carbon-interleaved forms — Line Hole Punched Tabulating; pasted; or stapled—up to 10 parts. In Continuous as in Snap-aparts, International means quality—at the right price.

INTERNATIONAL BUSINESS FORMS offers:
QUALITY Forms, produced on modern rotary equipment — sold only through our dealers.
COMPETITIVE Prices — liberal dealer discounts — You're "in the running" with an IBF Quote. Quantity advantage, too! Orders accepted for only 2500 sets of Snap-Aparts -NEW POLICY!
DELIVERY PROMISES you can count on. Try us on one job and see!
EASY-TO-USE PRICE LIST — Anyone can make estimates with a little practice.
RAPID QUOTATION SERVICE — Your quotation requests handled AT ONCE. Same day if specified.

Write today for complete information on this profitable line. Try International. We are confident of our ability to satisfy the Dealer and his customer!

WRITE NEW DEALER DEPT. 1

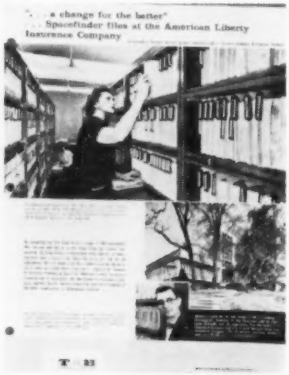
INTERNATIONAL BUSINESS FORMS
INCORPORATED

1600 E. 26th ST. • LITTLE ROCK, ARK.

positioning; low-profile design for modern office decor; smooth feeding, high-speed operation; photo-accurate results, with simple exposure-dial settings; minimum copy cost; etc. For brochure, **Circle No. 183.**

INSURANCE FILING

Tab Products Co., Dept. P, 995 Market St., San Francisco 3, Calif., offers an illustrated leaflet which describes improved filing methods in the insurance industry. Specifically treated is the solution of a filing problem by American Liberty



Insurance Co. and its associates, Merchants Fire Insurance Co. and U. S. Branch Helvetia Swiss Fire Insurance Co. of Birmingham, Ala. The story was written by Kenneth A. Chancey, purchasing agent, American Liberty Insurance Co. Various improvements in filing efficiency, decrease in cost—labor savings of 30-35% are discussed. For a free copy of "A Change For The Better," **Circle No. 187.**

OFFSET DUPLICATOR

A. B. Dick Co., 5700 West Touhy Ave., Chicago 48, Ill., announces a colorful six-page brochure that describes the use of the Model 360 large-image offset duplicator. The four-color, 8½" x 11" brochure illustrates the variety of professional quality copies produced by the 360 with special emphasis on two-up applications. **For More Information Circle No. 191.**

COLOR CODED CARDS, TAPES

Friden, Inc., San Leandro, California, says that maintaining the same color code edge punched cards in a data processing system can cause unnecessary confusion, delay and expense when they are used for more than one purpose. It's hard to tell at first glance which card is which. The same is true of punched tapes, and a mix-up is likely. Friden offers a variety of colors in cards and tapes as described in a new pamphlet. By using two or more colors, quick identification is easy. Sales orders, invoices, reports, checks and vouchers, accounts payable, purchase orders, policies and letters are typical applications of color edge cards or tapes. Subsequent filing operations also may be done with greater speed and accuracy. For this pamphlet, **Circle No. 188.**

VERTICAL CAMERAS

Kenro Graphics, Inc., Cedar Knolls, N. J., has prepared illustrated literature to assist potential users of the Ektalith method to select the correct camera for their requirements. The literature is accompanied by a bulletin with additional details and prices on the Kenro models: Vertical 14; Vertical 18 recently available in a new model with a higher intensity lighting system; and the new Vertical 24. For copies of "Kenro Cameras for the Ektalith Method," **Circle No. 190.**

COMPUTER FLOOR MAINTENANCE

Armstrong Cork Co., Lancaster, Pa., has issued a 12-page booklet to aid manufacturers and users of computers to select and maintain resilient surfacing. The pedestal, or raised panel, floor has proven useful in computer installations where heavy equipment and complicated wiring can be easily and economically relocated. The booklet describes the physical characteristics of Armstrong Custom Corlon tile in relation to the requirements of the panel floor surfacing job, sizes and patterns available, and installation information. It also serves as a handy guide to procedures developed

Complete your line with the Sengbusch nine...

Faster Selling Office Aids

Everyone's selling more Sengbusch Distinctive Office Essentials! Chances are, your morning mail was signed, sealed, and delivered to file, through the aid of these eye-and-buy styled Quality Desk Items. Free sales promotional pieces. Write for details.

Sengbusch

12-10 Sengbusch Building
Milwaukee, Wisconsin

For More Information Circle No. 415

Speed up work . . .

Save floor damage

Send for new Colson catalog C101 . . . contains over 2000 job rated test proven money saving Casters.

Colson

Contact your local representative or distributor or write to

COLSON'S 75th YEAR OF PROGRESS

THE COLSON CORPORATION
7 S. Dearborn Street CHICAGO, ILLINOIS

For More Information Circle No. 461

for the care of Custom Corlon tiles in computer pedestal floor installations. For a copy, **Circle No. 185.**

SELF-INKING STAMPS

Gardner Rubber Stamp Co., 166 S. Washington St., Wilkes-Barre, Pa., offers a 17-page catalog, with price list, "Around the Business World," illustrating hundreds of Mechanical Self-Inking Stamps. Self-inking stamps' automatic easy action, with

ink pad in position ready for use, saves many minutes every day. Large handles and snap-out ink pads provide personal comfort and convenience. Available are self-inking line numberers, line daters, dieplate daters and timestamps; also Cosco All-Metal Deluxe Speedpricers. For Catalog No. SI-959, **Circle No. 186.**

AD MATS

Smead Mfg. Co., Hastings, Minn., offers its new Ad Mat booklet which lists a variety of promotional materials available. The 4¼" x 10" booklet features a clip art section of Smead products for catalog and direct mail dealer promotions. Single item ad mats are also illustrated; dealers may find these helpful in the make-up of their own store ads. A complete listing of ad mats, including new one- and two-column advertisements, and illustrations of counter displays and window materials are shown. For booklet, **Circle No. 193.**

Now secretaries can rest easier when they make an occasional error—with SNOPAKE on the job. It's a marvelous new white opaque paint that is flexible, easy to apply and amazingly fast drying. Merely paint over the error with SNOPAKE, let dry for an instant and then type right over the area. The result—a smooth, perfect job. Designed especially for typing for photographic reproduction—Offset, Xerox, etc. Artists, too, find SNOPAKE far superior to any opaquing solution now known. See your dealer. If he can't supply you, send $1.00 for trial bottle.

CITHO-ART PRODUCTS, INC., 3403 Janssen, Chicago 13
(Dealer inquiries invited)

For More Information Circle No. 327

Engler HOUR METER

. . . For Business Machine Economy

- **Increase Efficiency**
- **Improve Scheduling**
- **Eliminate Machine Inactivity**

Engler Hour Meters reduce total operating or rental cost of tabulating equipment and business machines by registering hours of actual machine usage. Effectively put records on an accurate basis and substantially reduce second shift payments. Many users have already realized large savings. Engler Hour Meters are easily installed and have been precision engineered and ruggedly built for years of dependable service. Reasonably priced. Write for detailed bulletin OF-8.

Engler Instrument Co.

250 Culver Avenue, Jersey City, N. J. Phone HEnderson 4-6500

For More Information Circle No. 328

"Columbia chairs make good forts

. . . but my daddy says they're the very best for his office"

Send for catalog and names of authorized dealers near you.

COLUMBIA-HALLOWELL Division

SPS

JENKINTOWN 88, PA. or
SPS WESTERN, SANTA ANA, CAL.

For More Information Circle No. 329

Mail Cart! MODEL LS-2

Put efficiency in your mail operation! This double-deck polished aluminum mail cart by Chesley lets your mail department categorize incoming mail for quick, error-free delivery. Lower basket for out-going mail. Both baskets are removable.

BASKET SIZE—(Upper) 17½x25x11; (Lower) 17½x25x8
FRAME—High Polished Aluminum ● BASKETS REMOVABLE
SHIPPING WEIGHT—33 lbs. ● PRICE—$47.50 ● TERMS 1% 10 days, net 30 days ● F.O.B. Detroit.
File folders to fit guide bars — $.24 ea.

Write for free brochure — or, better still — order today!

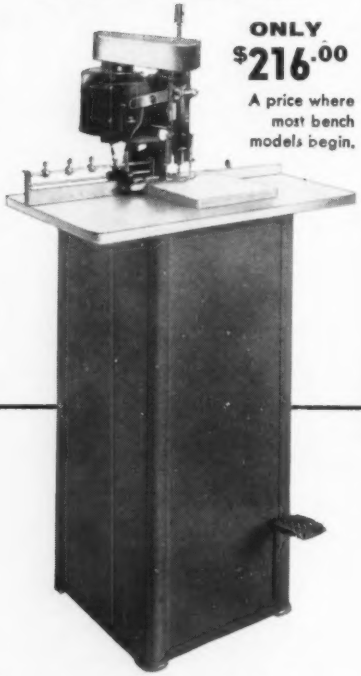
Chesley Industries, Inc.
24777 Telegraph Road, Detroit 41, Mich.

For More Information Circle No. 330

Your operator can feed stock with both hands with this Foot-Control Floor Model

Spinnit

PAPER DRILL



ONLY $216.00

A price where most bench models begin.

Faster workflow. Positive 2-hand control of stock. Ideal for women operators. A real bindery drill.

Write us for details.

LASSCO PRODUCTS, INC.
485 Hague St. • Rochester 6, N. Y.

Prices slightly higher in Canada and west of the Rocky Mts.
For More Information Circle No. 467

TAB CARD SETS

Uarco, Inc., Dept. TA, 300 W. Congress Parkway, Chicago 7, Ill., offers a booklet titled "Get More Results From Your System," covering the many benefits of tab card sets, and furnishing detailed descriptions of two of the more popular systems —retail sales and inventory control. It also illustrates the various types of tab card sets available. For a copy, **Circle No. 192.**

DESK ACCESSORIES

McDonald Products Corp., Duk-It Bldg., 721 Seneca St., Buffalo 10, N. Y., has illustrated its line of colorful desk accessories in catalog 15-L, now available. These

items are obtainable to match any office color scheme. Duk-It products are in natural wood, metal, leather and Naugahyde. For the catalog, **Circle No. 214.**

CORRECTION

In an advertisement in the September issue of THE OFFICE, Shredmaster Corp. was listed erroneously as a division of Self Winding Clock Co. Shredmaster is no longer a division of, nor in any way connected with, Self Winding. The entire new management of Shredmaster Corp., now located at 384 Woodcleft Ave., Freeport, N. Y., is headed by Anthony DeGray.

SKF Gets Priced Production Reports Every Day

A FASTER SYSTEM of processing factory production figures allows SKF Industries, Inc., Philadelphia producer of ball and roller bearings, to get dollar-valued production reports on each day's operations into the hands of its plant managers, superintendents, general foreman and other plant units by 9 a.m. of the following day. The reports act as a visual tool for factory men to determine where production is according to plan and where it is falling off so that the coming day's operations can be realigned if necessary. Just one girl, instead of the two required previously, processes the report in less time.

A Monroe fully automatic duplex calculator provides individual and cumulative totals of all the basic type of bearings produced each day, as well

Patent No. 1610368

CONFIDENTIAL MAP FILE MT4 — WITH LOCKING DOORS

STURDY METAL CABINET map file, has 112 tilting tubes. Easy to file and find maps, tracings, blue prints to 60".

MAIL ORDER TODAY

SCOTT-RICE CO. 610 S. Main, Tulsa 19, Okla.

For More Information Circle No. 444

Goes new 1960 HOLIDAY LETTERHEADS

ADD TO YOUR PROFIT!

Goes Holiday Letterheads gives you . . . and your customers a choice of over *52 new and sparkling holiday designs* . . . plus correlated envelopes. Envelopes designed to match and to express the holiday season.

ADD TO YOUR PROFIT!

Goes Holiday Letterheads . . . lithographed in "Holiday-mode" *glamorous colors. Many with added gold* . . . All are "imprint-ready" when delivered to you. Available in quantities that will meet and match your specific requirements.

ADD TO YOUR PROFITS!

Goes Holiday Letterheads are priced to bring you maximum discount . . . *maximum profits* . . . to add to your regular shop mark up.

ADD TO YOUR PROFITS!

Goes Holiday Letterheads are lithographed by craftsmen . . . in a shop with over 80 years of experience. This experience is passed on to you in prices that reflect the maximum profit available to you through the imprint and sale of Christmas . . . *Holiday Letterheads.*

NOW . . . ADD TO YOUR PROFITS . . . NOW!

Samples are ready . . . Mail the coupon today.

Goes LITHOGRAPHING CO.
42 EAST 61ST STREET, CHICAGO 21, ILL.

Yes: We want to show GOES 1960 HOLIDAY LETTERHEADS. Please send a FREE sample kit to:

NAME_____
COMPANY_____
STREET_____
CITY_____ ZONE____ STATE____

For More Information Circle No. 445

Now!

FAST LOW COST ADDRESSING

Envelopes, Circulars, Postcards, Etc.

Faster than 7 Typists

NEW

Model 99

Master Addresser

ONLY **$99.50** plus federal exc. tax

"Automatic Drive" moves envelopes into printing position automatically.

Prints from paper address slips prepared on your typewriter — or written with a ball point pen.

Low initial cost—simple to install — low operating cost.

Address card has ample area for keeping records. Use it for record information as well as address information, if you wish.

Master

FULLY WARRANTED

For more information and dealer name write

MASTER ADDRESSER COMPANY

6500-O West Lake Street Minneapolis 26, Minn.

For More Information Circle No. 446

CONTACT SCREENS

The Universal, a new, improved gray contact screen, shoots faster, gives more contrast if desired, and better tone values. For reproducing photos on photocopiers having a flat-bed exposure section.

Rulings: 32, 45, 55, 60, 65, 75, 85, 100, 110, 120, 133, 150, 175, 200, 250

Sizes: 8 x 10 to 23 x 29 in.

Pre-angled screens to 23 x 29 in.

Write for new literature.

CAPROCK DEVELOPMENTS

165 Broadway, N. Y. 6 REctor 2-4028

For More Information Circle No. 447

as dollar values for each type of product. This operation saves 20 precious minutes each day in the all-important hours between 8 and 9 a.m., according to C. Richard Heydt, supervisor of the production control department.

The basic production data is accumulated on the factory floor by clerks at various production stations. When the report comes off the floor, it has the total of pieces produced. Data on these tally sheets is then assigned an arbitrary dollar value for each of the different types of bearings. Each of the totals is multiplied by the assigned dollar value to get an accumulated value. This same operation also verifies the floor clerk's tally.

Daily averages are established by pieces and money every month. A production control board furnishes the plant with a total schedule which defines production goals. Accumulated production figures and accumulated

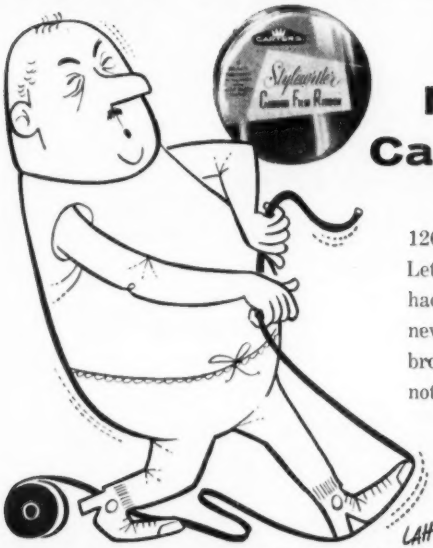
Dollar-valued production reports prepared in factory offices guide management and supervisory personnel in day-to-day planning at S K F Industries, Inc., Philadelphia.

dollar value are measured against these assigned figures as yardsticks for production, so the plant can see where it is going every day of the month.

The accumulated data for each day is processed the following morning and an up-to-the-minute summarized report reaches the floor by 9 a.m. Production performance is compared to planned schedules by the plant manager, superintendent, general foremen, and other key plant people. The report shows status in assembly, packing and deliveries, the dollar value for the day's work and the dollar value required to date, as well as performance percentage.

The production control department, says Mr. Heydt, is able to get these re-

Mylar* strong...Mylar* sharp...



CARTER'S
New Stylewriter
Carbon Film Ribbon

*DuPont's registered trademark for its polyester film.

1200 feet without a break! (Except for coffee.) Letter after letter so clean and crisp. You never had it so good! Offset and copying machines never had it so good! In black, blue, red, green, brown. The true touch of perfection. Settle for nothing less . . . than

ADVERTISED IN LIFE

CARTER'S®

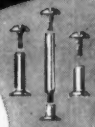
©THE CARTER'S INK COMPANY, CAMBRIDGE 42, MASS.

For More Information Circle No. 416

YOU SAVE
when you use

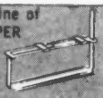
LOOSE LEAF ACCESSORIES by

LOOSE LEAF RINGS


ALUMINUM SCREW POSTS AND EXTENSIONS

LOOSE LEAF BINDER SECTIONS

Complete line of PRONG PAPER FASTENERS



For greater efficiency use PRESTO products . . . precision engineered of top quality materials. See your local stationer or write us for name of your nearest dealer, and FREE SAMPLES.

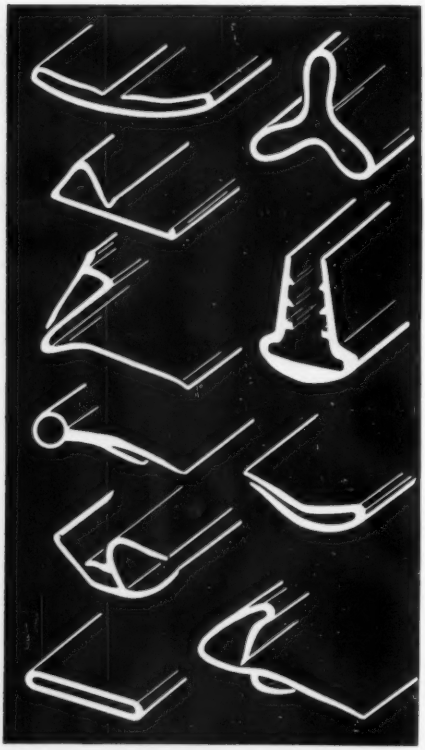
CHARLES LEONARD, Inc. *Manufacturers of Stationery Specialties*
79-11 Cooper Avenue, Glendale 27, N. Y.

For More Information Circle No. 417

CLEAR EXTRUDED PLASTIC

Index Tabs • Price Tags • Etc.
In Transparent Colors Too!

More than a million pounds of these modern plastic components have been furnished to the office equipment industry to date.
We design and make dies for extruded plastic protective transparent covers, holders, file tabs.



Consult with us on your requirements.

YATES COMPANY

2209 Peninsula Drive, Erie, Pa.

For More Information Circle No. 440

ports out on time with just one girl and one machine. In one operation and without clearing the machine, the girl gets the individual dollar value on each item, together with the accumulated dollar value of the entire production unit, plus a verified total of the floor clerk's tally. The machine provides automatic decimals and automatic half-cent adjustment, further cutting the operator's time.

SKF stresses its dollar value figures because it has found that straight production figures often prove deceptive and look better than they really are. To insure getting a realistic production figure that accurately reflects the business value of the work done, this extra figure processing more than justifies itself. Yet it gets this added vital data without assigning additional personnel, without overtime, and right on schedule for the working day.

"Get rid of whoever's out there for me. I don't want to see anybody today."

LETTEREX®

...FOR MAXIMUM TYPING EFFICIENCY

THE LETTEREX CORPORATION
Washington 24, D. C.

For More Information Circle No. 349

THE PARALINER

LINE-UP AND LIGHT TABLE NEW AND REVOLUTIONARY

90 Degree Rotating Table Top (eliminates necessity of repositioning working copy for horizontal and vertical operations)

FEATURING

Precision Ruling, Line-up, Register, Stripping Copy Layout, Retouching, Masking Opaquing.

DESIGNED FOR YOUR EFFICIENCY IN

Offset Lithography, Duplicating, Printing, Photo-Engraving, Topography, Art Design, Graphic Presentations. Information on Larger Sized Tables Furnished on Request.

The manufacturers of Paraliner Forms Ruler
Send for full particulars

THE PARALINER CO., INC.
344 South Manoa Road, Havertown, Penna.

For More Information Circle No. 346

Kleermat
FOR BEAUTY • FOR WEAR

Standard or Custom Designed
CLEAR FLOOR MATS
a few good territories OPEN
for Distributors and Dealers
write for information:

ASSOCIATED PLASTICS CO.
1316 Millmore Street P. O. Box 835
Grand Prairie, Texas

For More Information Circle No. 347

SPEEDRITE
COPYHOLDERS
INDISPENSABLE for
FAST, ACCURATE COPYING
and SO EASY ON THE TYPIST

No twisting or turning. It's all right in front of her, magnified. Flexible adjustment.

ACCOUNTING Model (Illustrated)
Holds sheets up to 14" and up to 18" in width.

SECRETARIAL Model
Holds copy up to 11" wide. Folds behind typewriter when not in use.

OTHER OFFICE MACHINES

Made by Hall-Welter are: Speedrite Checkwriter, Chexsigno Check Signer.

Write for descriptive catalog

Hall-Welter
COMPANY, INC. · ROCHESTER 20, N.Y.

38 MT. HOPE AVENUE

For More Information Circle No. 348

News of the Office

Administrative Conference

The first conference of the Administrative Services Div. (formerly the Office Management Div.) of American Management Assn. will be held at the Roosevelt Hotel, New York, Oct. 17-19. The program will emphasize the administrative function in business organization and how office operations relate to it. For a copy of the program, write American Management Assn., 1515 Broadway, New York 36.

Statistics on Suggestions

Some 6.2 million employees of members of the National Assn. of Suggestion Systems submitted 1.6 million suggestions in 1959, according to Gordon E. Washburn of Abbott Laboratories and NASS president. More than one in four of these suggestions (435,774) were accepted and used, for which employees received $14.4 million. Bonuses generally were from 10% to 50% of the savings incurred and some awards ranged as high as $10,000. These figures reflect only a portion of the suggestions received and rewarded by all 1200 NASS members, according to Mr. Washburn. NASS holds its annual convention at the Sheraton Hotel, Philadelphia, Oct. 30-Nov. 1.

Controllers Institute Elects

L. C. Guest Jr. was elected president of the Controllers Institute Research Foundation, succeeding Robert L. Dickson who was named a trustee. Mr. Guest is vice president and controller of General Telephone & Electronics Corp., New York. Mr. Dickson is executive vice president of Walter Kidde & Co., Belleville, N. J. Also named were R. Burt Gookin, vice president-finance, H. J. Heinz Co., and Eric L. Hamilton, vice president, Canadian Industries Ltd., as vice presidents. Victor L. Persbacker, controller, American Brake Shoe Co., is treasurer.

NOMA Fall Conference

National Office Management Assn. holds its fall conference and exposition at the Atlanta Biltmore, Atlanta, Ga., Oct. 10-12. Registration opens Oct. 9. Program format will center on personnel administration and office methods, systems and procedures. Business show will encompass latest innovations in equipment and supplies. Registration blanks from NOMA, Willow Grove, Pa.

Machine Standardization

Participation in two new areas of international standardization—office and data processing machines—was considered at a general conference held under sponsorship of American Standards Assn., based on proposals submitted by Office Equipment Manufacturers Institute. OEMI was designated sponsor of both U.S. projects—X3 for data processing machines and X4 for office machines. The U.S. was also granted the secretariat for international data processing standards of the International Organization for Standards. Italy was awarded the secretariat for office machines standardization, but the U.S. program sponsored by OEMI is expected to play an important role in the eventual establishment of international end-use standardization of office machines and related supplies.

No stains, no spatters!

New "SCOTCH" BRAND Typewriter Cleaner

lets you type the dirt away

For More Information Circle No. 287

See how easy! "SCOTCH" BRAND's new cleaner comes in a clean, dry sheet. Just roll it into your typewriter like paper. No messy liquids, no brush, no putty. Your hands stay clean!

See how quick! Chemically-treated sheet picks up dirt, lint and ink like magic. Just strike each key three to five times; the job's done in less than three minutes. (Cleans type on other office machines, too!)

See how letters sparkle! You'll like those crisp, clean letters—and so will the boss. "SCOTCH" BRAND Typewriter Cleaner costs just 98¢ for three full 8½ x 11" sheets. Ask your office supplier now!

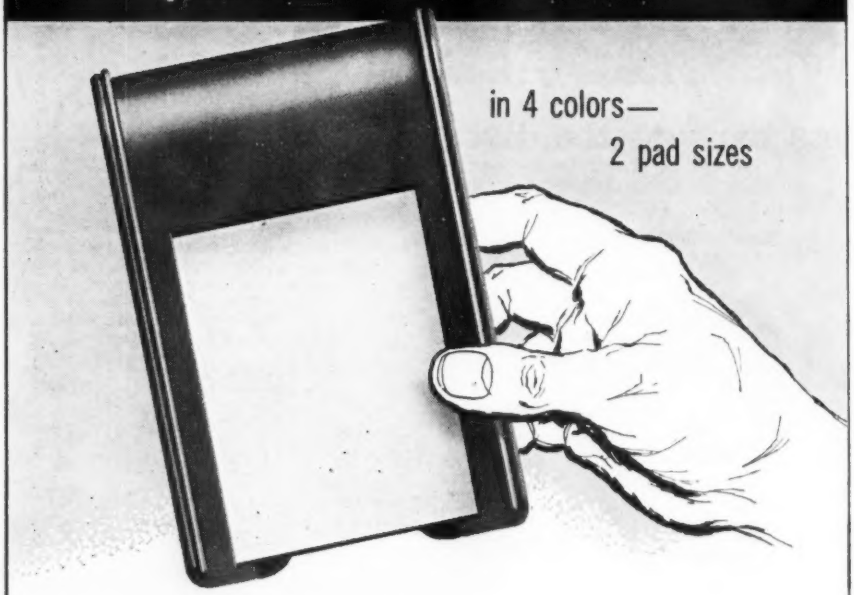
"SCOTCH" IS A REGISTERED TRADEMARK OF THE 3M CO.

MINNESOTA MINING AND MANUFACTURING COMPANY

WHERE RESEARCH IS THE WAY TO TOMORROW

3M COMPANY

For your greater convenience...



Ever Ready's new Memo Pad
a companion piece to the Ever Ready desk calendar.

Here is a Memo Pad designed with the busy, but organized, desk in mind. Holds 200 sheets. Available in four colors: Walnut, Grey, Mist Green or Desert Sand to compliment any desk top or match other desk accessories; and two pad sizes: 3" x 5" and 4" x 6".

Order from your local stationer today. Or write us. We will be happy to forward your request to the progressive Ever Ready dealer nearest you.

The EVER READY Calendar

by the makers of America's foremost desk calendar

EVER READY CALENDAR MANUFACTURING CO.
150 BAY STREET, JERSEY CITY, NEW JERSEY

For More Information Circle No. 360

Women Accountants Officers

Officers for 1960-61 were installed at the 20th Annual Meeting of the American Society of Women Accountants in Philadelphia. President is E. Virginia Barnett, Houston, Texas. Betty Brown, Detroit, is 1st vice president and Erma A. Sembach, Cincinnati, 2nd vice president. Secretary is Anne D. Snodgrass, Dallas. Leatrice J. Harpster, Takoma Park, Md., is treasurer.

Detroit Business Show

Cobo Hall, Detroit, will be the site of the 1961 Detroit Business Show May 2-4. Complete information from Virginia Stone, 4463 Penobscot Bldg., Detroit 26.

G-15 Users' Exchange Grows

Membership in the Bendix G-15 Users' Exchange Organization grew by 50% in the last year, it was reported at the fifth annual conference held in Pittsburgh. Some 150 new programs were submitted to the library since the last meeting and more than 500 programs were distributed to members during the year. More than 200 members attended the meeting.

Leased Personnel

A new nationwide organization supplying business with temporary employees is Laborent, Inc., with executive offices at 22 W. Monroe St., Chicago. According to Frank P. Beham, executive vice president, leasing saves the employer the cost of investing in permanent personnel to take care of emergencies and vacation periods. It eliminates employer handling of payroll bookkeeping, insurance, pensions, paid holidays, profit-sharing, etc. A phone call will bring one or 500 skilled or unskilled employees immediately, Mr. Beham added. **For More Information Circle No. 200.**

Cincinnati Business Show

The Cincinnati Office Furniture & Business Equipment Show will be held in the Sheraton Hotel, Feb. 21-23. At present, 95% of available space has been reserved.

Computer Helped Track Donna

An electronic computer helped track Hurricane Donna last month. Maj. O. H. Daniel, chief of the missile support weather detachment at the Air Force Missile Test Center, Cape Canaveral, Fla., said it was "the first full-scale operation using a computer for reducing raw weather data in direct support of the hurricane-warning center at Miami." A Bendix G-15 general purpose digital computer helped determine the movement and intensity of the storm every six hours. The computer has been used since last year to process weather data for advance reports involved in all missile launchings.

N. Y. Machine Dictation School

Acting on results of a survey showing a shortage of trained secretaries in the metropolitan area, the New York office of Kelly Girl Service has initiated a program with Dictaphone Corp. to train Kelly Girl typists in the use of automatic dictating equipment. According to many businessmen contacted in the survey, one of the greatest needs is for more capable dictating machine transcribers. Each trainee must accurately transcribe a variety of correspondence to earn a certificate. Because of higher wages offered secretaries who are proficient in transcribing from electronic equipment, Kelly Girl Service expects to qualify over 100 girls this year. Currently 25% of their customers call for secretaries with machine training.

BOAS Orders 12 Computers

The Bureau of Old-Age & Survivors Insurance has ordered 12 EDP systems to facilitate its voluminous paperwork operation. Under contract with Radio Corp. of America the bureau will install the first unit in January. Set for installation in the Bureau's seven payment centers, the equipment consists of five RCA 501s and seven RCA 301s. The order is said to represent the largest sale of fully transistorized EDP systems by RCA since it entered the field less than two years ago.

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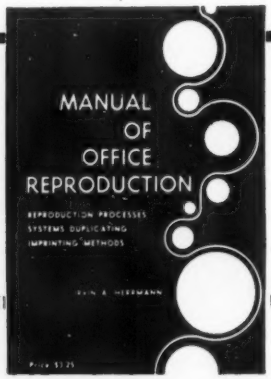
Describes all office reproduction and duplicating processes. Time-saving charts show at a glance which process to use for best results in any situation. Tells how to make the most economical use of whatever duplicating machines an office may now have—how to combine the advantages of one process with those of another to save time and money. Also tells when not to use certain methods.



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Procedure Manuals

(Continued from page 119)

Manuals should be manageable in size. When they are not, we can go further in the direction of subordinate manuals, by pulling out subjects such as production scheduling, inventory control, product specifications, quality control testing procedures. One characteristic by which suitable subject matter can be recognized is that almost invariably a manual subject will fall under the complete control of a specific staff department.

Within the Headquarters, Plant or Sales Office Manuals, we can get further classification by assigning blocks of numbers to specific subjects, again following the basic principles of subject file development, by only classifying clearly defined subject matter to facilitate reference. Don't overclassify. People will remember a limited number of classifications—they do not like to use a complex index.

We speak of integrated data processing—how many of us have integrated our own operations? Take the numbering of forms as one example. A form is nothing more or less than a vehicle for transmission of information, in accordance with a governing procedure. A form is not an end in itself. Yet, in many instances, we find a total lack of relationship or indentification of forms numbers with procedure numbers. What could be more helpful to a person required to fill out and distribute a form than to know the procedure governing the form carries the same number which appears on the form? Why not

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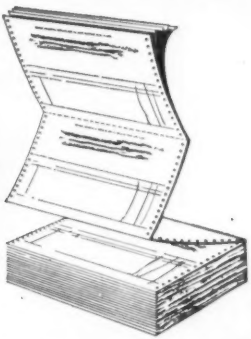

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For More Information Circle No. 454

include a copy of each form, properly filled out, rather than only blank copies?

Consider procedure flow charts. Why hide them in the worksheet files? Intelligence is not a special characteristic of systems and procedures people. If a flow chart is too complex for operating people to understand, the written procedure would likely be worse, and it might be that the entire system could use a going over and simplification. Keep them simple, put them in your manuals, and include a little instruction in their use and interpretation.

The importance of systems in office operations has only been recognized in the past decade or two, and it is a fertile field for improvement and new ideas. Like all new fields, it has its traps, fads and its own built-in pendulum. We have watched this pendulum on its first swing, in the direction of more gadgetry, equipment, classification and detail. Soon the time will come for the pendulum to reverse toward simplicity and greater usefulness per dollar invested.

Records Protection

(Continued from page 30)

(When you come right down to it, the corporate charter is not vital; it contains no information that will help to get the wheels going again. However, since everybody else includes it, and it really takes up so little space, I reluctantly include it.)

One major question has been left for last: once we have the records that contain the information vital to the organization, how do you protect them? There are only two methods: (1) pro-

tect the original itself; or (2) protect a duplicate.

If you protect the original it must be by some form of protective equipment such as vaults, fire-resistant safes, file cabinets, etc. Nonactive vital records may be evacuated to some remote location. This probably will protect them but, in case of a major disaster affecting communication and transportation, you had better resign yourself to reconstructing with-without them.

A duplicate of the record may already be at a different location. This is common in large, diversified or divisionalized corporations. If a duplicate is not already dispersed, perhaps there is an extra copy available that could be sent to another location. This can usually be done with records that are made up in large sets. Finally, if all else fails, you can make a duplicate photocopy, microfilm, etc. Each method is applied to each record to determine the most efficient and/or economical way of duplicating.

The last element in your vital records protection program is a manual that contains the procedure and schedules for records protection. The schedules are similar to records retention schedules. The protection schedule lists, by major function and subdivisions, the information necessary for reconstruc-

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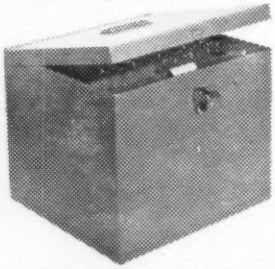

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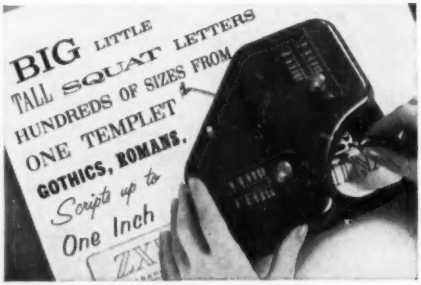

Now anyone can do clean, crisp lettering with a Varigraph. All you do is move a stylus along the letters in a grooved templet. More than 600 variations in size and shape of letters from one templet. Letter with either pen or pencil on artwork or directly on paper offset plate.

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Write for catalogue sheets and discount on other styles of pens and desks sets.

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For More Information Circle No. 341

tion, the records that contain this information, how the records are protected, where the records are, how often they are replaced with new records (this may vary from one day to 20 years), and how the records may be brought together in case of disaster.

These, then, are the elements of a vital records program that truly protects the information that is vital to any organization:

1. Establish the major components and their subdivisions.
2. Objectively determine what information is needed to reconstruct each component of the organization.
3. Find out what records contain that information.
4. Determine the method of protecting those records.
5. Put the program in writing.
6. Put the program into effect.

Since this program is insurance, let's hope we never have to use it, but let's be sure that if we do, *it works the first time.*

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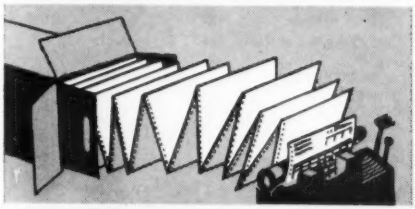
Pull Out the "STOPS"

One smooth start initiates neat, non-stop handling of copy with this continuous carbon interleaved form (stapled or pasted sets) packed in the convenient "Lift out tray."



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All DeLuxe Models are equipped with casters.

Atlas manufactures a complete line of 11½", 14", 18" and 22" hangers for the DeLuxe Models and for larger and smaller cabinets which are also available. Hangers are manufactured in styles and sizes for all types of plates, negatives, stencils, artwork, swatches, etc. Illustrated is one of the four sizes of the Atlas Nega Plate hanger.

Write for complete literature

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16716 Westfield Avenue, Cleveland 10, Ohio

For More Information Circle No. 378

Methods Delay Study

(Continued from page 91)

g. Proposed manning adjustment.

The proposed manning adjustment results from the work eliminated, work that was changed, and the manning study. Manning adjustments are justified by balancing the workload, eliminating causes for unavoidable delays and avoidable delays, and the elimination of work. The proposed manning adjustments for the Hanovia Lamp Division order-billing function, which were adapted, reduced by 50% the clerical staff required.

10. *After approval* by management, the installation period begins. Supervisors must be trained in the new methods. They must be made fully aware of any changes that have been made as to work eliminated or combined. They must thoroughly understand why the changes were made and wholeheartedly endorse them. With the supervisors' approval, many obstacles in training employees on the new methods will be eliminated.

Work closely with the personnel involved when making the physical changes in layout. Sketches should be given to the maintenance supervisor who is to make the changes. All electrical changes and any telephone changes which may be required should be noted before the physical change is made.

The final part of the installation is to assist the supervisor to train employees in their new duties and methods. Make every effort to help the supervisor train employees. Use the sequence of duties to show employees what is

to be done and when it is to be done. This should be used as the standard procedure instructions in the office. Each employee should know what is expected and be made fully aware that these instructions are to be followed.

This methods-delay technique, in use at Engelhard, has proved practical. Working areas (such as shipping, storerooms, porters, clerical jobs and various other indirect labor where standards are not desired but proper manning must be made) have been studied with this technique. The foregoing procedure gives the answer, while reducing the industrial engineering time on each job as compared with conventional time study and work sampling methods.

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Don't make plate stripping a chore. Keep your work up to date, from day to day, by equipping each operator with a Quik-Stripper, Jr. Sold on 5-day approval. Send for circular with details. Write Addressing Machine Co. of Calif., 667 Mission St., San Francisco 5, Calif. YUkon 2-2130.

For More Information Circle No. 370

News of the Industry

Remington Rand Div. President

Dause L. Bibby

Dause L. Bibby was named president of Remington Rand Div., Sperry Rand Corp. Announcement was made by Sperry's president and chief executive, Harry F. Vickers. Mr. Bibby succeeds Kenneth R. Herman who will now devote full time to the position of executive vice president in the Sperry Rand central office. Mr. Bibby joined the company as Remington Rand's executive vice president in 1959. Previously he had been executive vice president and a director of Daystrom, Inc., and before that a vice president of International Business Machines Corp.

Wm. A. Force Acquires Ajax

Wm. A. Force III, president, Wm. A. Force & Co., Inc., Brooklyn, N. Y., announced acquisition of Ajax Business Machines, Inc., Westbury, N. Y. Ajax is an old-line maker of electric timestamps, numbering and dating equipment as well as check certifiers, signers and endorsers since 1919. The company will continue to be operated independently as a wholly owned subsidiary selling to a nationwide dealer network. Export sales are handled through Mosler International. As soon as plant rearrangement is completed, assembly of Force numbering machines will be transferred to the modern Westbury plant, with numbering parts manufacture continued in Brooklyn for the time being. A plant addition is planned at Westbury, after which most parts for both Ajax equipment and Force hand numbering machines will be made there.

Royal McBee Decentralizes

Royal McBee Corp. announced the decentralization of its business machines and electronic computer sales operations in a major change in the company's nationwide marketing organization. Fortune Peter Ryan, president, said the decentralization was effected to achieve increased marketing efficiency and profitability, and improve service to customers. Four geographical divisions, headed by a general

W. A. Eiseman

A. T. Craft

R. M. Reynolds

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NEW exclusive advancements set new performance standards

LIBERATOR 400 Meets every demand for quality work at a small investment. Automatic feed . . . accurate registration . . . post card to legal size. Uses clean-to-apply paste ink . . . internal brush inking. Receiving tray has adjustable side guides and efficient back-stop stacker. Dual-pad side guides on feed table are adjustable to all widths and lengths of stock. Feed table capacity, 225 sheets. Produces up to 4000 copies per hour.

LIBERATOR 500 Finest hand-operated duplicator ever built. New front "pull-in" feeding mechanism provides positive feeding of single sheets, eliminates need for adjustable rubber pressure pads. Feeds light-weight paper to card stock, post card to legal size. Hairline registration. Closed cylinder uses easily-applied paste ink; ink container (tube) screws directly into cylinder, assuring absolute cleanliness. Internal brush inking. Up to 5000 copies per hour.

LIBERATOR 600 New, exclusive developments mark the Model 600 as the most advanced electric stencil duplicator available. "Pull-in" type feeding mechanism eliminates need for rubber pressure pads, give positive single-sheet feeding of any size, any weight stock from post card to legal size. Paper supply on feeding table can be replenished without stopping machine, permitting continuous, high-speed production. Simple adjustment raises or lowers printing position. Two speeds. Produces up to 6000 copies per hour

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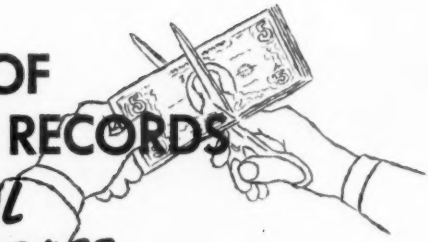

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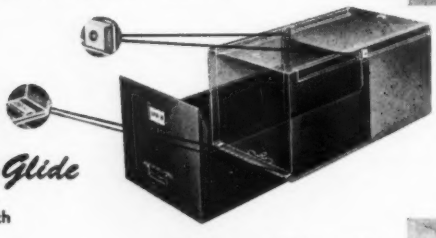
JUST COMPARE!

Dual Purpose file units are so reasonably priced you can afford the permanent protection and operational savings of a quality record storage system . . . and . . . they are so attractive and functional they make an ideal active reference file.



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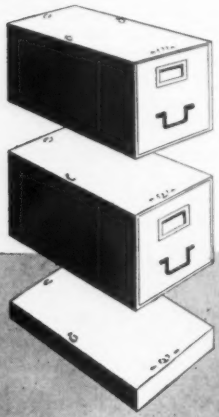
For efficient record transfer from active reference areas to storage area, simply exchange the fully loaded file unit with an empty unit from your storage area . . . it is fast, practical, economical.



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UNITS AS YOU NEED

Add a base unit and you have a file unit tailored to meet your specific needs . . . manufactured by the creators of EXPANSION PLANNED file units for all record filing systems.

RFi **RECORD FILES INC.**
WOOSTER, OHIO

For More Information Circle No. 356

manager, will be accountable for sales and earnings of all district sales offices. Each division will be responsible for marketing all products in the Royal office typewriter and data processing lines, including service, sales accounting and credit. The general managers are A. T. Craft, eastern division, who formerly headed the data processing division; W. A. Eiseman, western division, formerly head of the office typewriter division; J. D. Farr, southern division, formerly Royal typewriter regional manager, and R. M. Reynolds, midwestern division, formerly data processing general sales manager. Mr. Craft and Mr. Eiseman are vice presidents of the company. H. C. Davis is senior vice president in charge of marketing. The appliance division, which markets portable typewriters through retail outlets, is not involved in the change, Mr. Ryan said.

Shaw-Walker Expansion

Completion of enlarged warehouse facilities and the opening of a new showroom in Dallas was announced by Shaw-Walker Co. The expansion permits increase of the Dallas inventory, assuring faster delivery in the southwest. The showroom is designed for the use of all the firm's dealers in the area. Located on the first floor of the new Turtle Creek Building, it is managed by James C. Alderman.

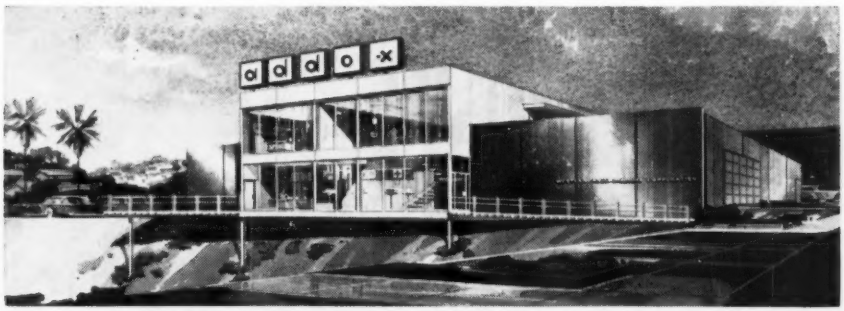
Bostitch General Manager

M. Claude Schuler

M. Claude Schuler was appointed general manager of the Bostitch Stapling and Stitching Div., announces Emmet G. Gardner, president, Bostitch, Inc. Mr. Schuler, most recently national sales manager, is now in complete charge of all the operations concerning stapling and stitching, the largest division in the company. He joined the Bostitch headquarters staff in 1958, prior to which he managed the Bostitch-Atlanta, Inc., sales branch for more than five years. His personal selling career for Bostitch began in the Kansas City, Mo., office of Bostitch-Southwest, Inc., in 1946.

Itek Corp. Names Johnson

Itek Corp. elected John E. Johnson to the newly created position of commercial vice president, it was announced by Richard S. Leghorn, president. His staff responsibilities include sales and marketing for Itek and its various divisions and will emphasize the new product planning and acquisitions identified with growth opportunities for Itek in the general field of



Western Addo Machine Corp., west coast distributors of Addo-x adding machines, Adler typewriters and Roneo duplicators, will occupy this new Los Angeles building in January. The expansion was necessitated by the growth of sales, according to Carl Gronhagen, president. Other U. S. Addo Houses are in New York and Chicago.

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SPECIALIZING IN

Cutting and Edging Typewriter Ribbon Fabrics

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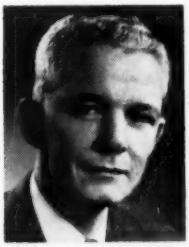
178 FIFTH AVENUE, HAWTHORNE, NEW JERSEY

For More Information Circle No. 249

information technology. Before joining Itek, Mr. Johnson was, from 1958 to 1960, vice president and manager of marketing for the Electronic Data Processing Div., Radio Corp. of America. For the three years previous, he had been vice president and director of marketing for the Datamatic Div., Minneapolis-Honeywell Corp.

Remington Rand Appointments

Three management appointments in the Remington Rand Div., Sperry Rand Corp., were announced by Dause L. Bibby, president of the division. Robert D. Brown, vice president and general manager of the Remington Rand Systems Div., was named



Robert D. Brown

F. V. Bergren

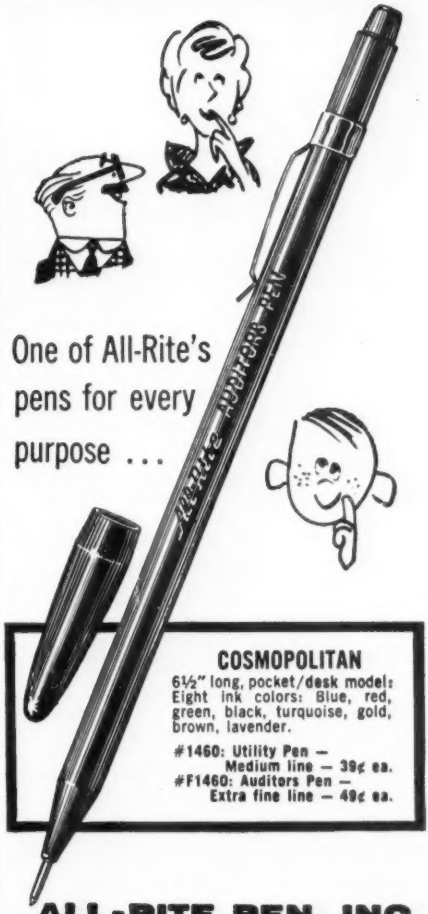
to the same capacity in the Office Machines Div. Francis V. Bergren, formerly director of marketing for the Systems Div., was promoted to vice president and general manager of that division. Howard V. Widdoes is now attached to the group headquarters staff as vice president handling special assignments and industry relations.

ABS to Buy Copyscope

American Business Systems, Inc., has completed an option purchase agreement for Copyscope electrostatic dry copying machines developed by Microlex Div., Lawyers Cooperative Publishing Co., Rochester, N. Y., it was announced by Simon Gaynor, president of ABS, who stated that a 49% interest in the purchase agreement has been sold to Copymation, Inc., Chicago, and J. H. Weil Co., Philadelphia. Weil manufactures sensitized materials, Copymation makes whiteprint machines.

They all write with

All-Rite



One of All-Rite's pens for every purpose ...

COSMOPOLITAN
6½" long, pocket/desk model: Eight ink colors: Blue, red, green, black, turquoise, gold, brown, lavender.
#1460: Utility Pen — Medium line — 39¢ ea.
#F1460: Auditors Pen — Extra fine line — 49¢ ea.

ALL-RITE PEN, INC.
HACKENSACK, NEW JERSEY
For More Information Circle No. 466

Try this business helper for 1961!

***The* DOOLITTLE**

MEMO PAD WALL CALENDAR

You'll use it dozens of times daily! Each sheet provides daily spaces for jotting down quick notes, 'phone calls, appointments and reminders. Perfect for production schedules and follow-up systems in your office and factory.

•

No. WPC DAILY MEMO PAD WALL CALENDAR, size 20 x 26 inches. Two months per sheet, 6 sheets per pad, lithographed in soft brown on special, heavy 10 pt. cover paper. Substantially bound in durable plastic leather with two hole hanger.

Only $3.50 each, from your stationer, or if not available locally, use the coupon below to order. Also available for advertising imprinted with your company name, address, 'phone, sales copy and products. Write for special quantity prices.

See Your Stationer or MAIL COUPON

DOOLITTLE & COMPANY, Inc.
320 N. Dearborn St., Chicago 10, Ill.

Please send ..... Memo Pad Wall Calendars at $3.50 each. Am't. enclosed $.....

Signed.....

Company.....

Street.....

City..... State.....

☐ Quote on ..... for advertising use.

For More Information Circle No. 465

Old Town Executives

James H. McGraw Jr., chairman of the board of Old Town Corp., announced the election of James H. McGraw III as president and John C. Quinn Jr. as executive vice president. Mr. McGraw III succeeds Philip A. Batchker who was appointed administrative consultant and chairman of the finance committee and who continues

J. H. McGraw III John C. Quinn Jr.

as a director. Mr. McGraw III will continue to serve as treasurer, chairman of the executive committee and member of the finance committee. Mr. Quinn was previously senior vice president in charge of marketing and product planning. He joined Old Town in 1959 from A. Kimball Co. where he was vice president in charge of marketing and research. Previously he had been assistant national sales manager and branch sales manager for National Cash Register Co.

Peerless Gets Outside Blood

In preparation for a planned period of growth, Peerless Photo Products, Inc., Shoreham, N. Y., manufacturer of photocopy papers and equipment, has taken steps to strengthen its management team by bringing in additional experienced executive talent according to Valentine E. Macy Jr., newly elected chairman of the board. A new executive vice president, Henry Prager, has been appointed. Mr. Prager retired recently from the U. S. Foreign Service. He has been for 27 years principally concerned with top administrative and operational organization in government agencies. Mr. Macy, a former president of the company, most recently

- Line guide extends to 17"
- Holds notes 3/16" thick
- Single and double spacing
- Gentle-touch space bar
- Anti-noise cushioned
- Steel construction
- Flat-fold storage

Companion *Cop-e-Ett* with manual line indicator **$7.95**
Slightly higher in the West
SOLD AT DEALERS EVERYWHERE
manufactured by:

R. FUNK & COMPANY INC.
FURLONG, PENNSYLVANIA

For More Information Circle No. 334

Cleans type CLEANER! Handy dauber whisks away dirt and goo in seconds! Non-inflammable, absolutely safe; slow-evaporating, hence economical. Look for the smart new orange-and-blue carton on your dealer's shelves.

CONTAINS NO CARBON-TETRACHLORIDE

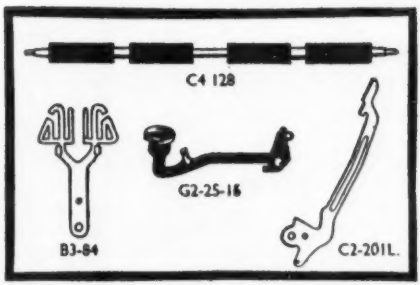
69¢ at all stationers and typewriter dealers

For More Information Circle No. 335

To let you know

TYPEWRITER-SUNDRIES CO. LTD.

supply precision BRITISH made Parts and Tools direct to you at LOWEST PRICES



- PROMPT AND EFFICIENT SERVICE GUARANTEED
- Send for our Illustrated Catalogue POST FREE

TYPEWRITER SUNDRIES CO., LTD.
140-148 BOROUGH HIGH ST., LONDON S.E. 1

For More Information Circle No. 336

EXLCO **CARBON COPY SETS**

TWO WAY SALES PLAN THAT MEANS GREATER PROFIT!

Attractively packaged, top quality carbon second sheets, prompt delivery to your customers under your label.
DEMONSTRATOR kit assures first sale and automatic repeat sales.
Write for Samples and Dealer Plan

THE EXLINE-LOWDON COMPANY
1818 S. ERVAY • DALLAS, TEXAS • HA 1-2177

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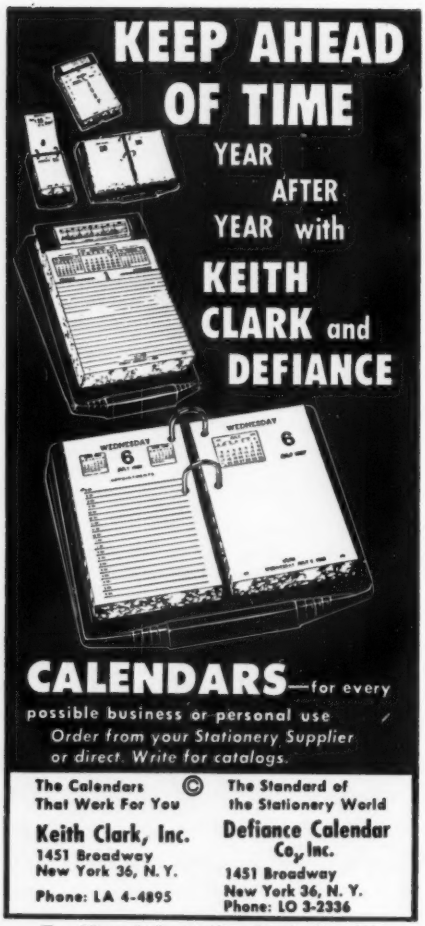


For More Information Circle No. 463

For More Information Circle No. 464

served as treasurer. He was elected chairman to replace George B. Crouse who resigned.

Louis M. Brown Honored

Louis M. Brown

Louis M. Brown, who rose from salesman to become the first non-Faber president of Eberhard Faber, Inc., received an American Success Story Award from the Free Enterprise Awards Assn. Ten other men received awards this year from FEAA which promotes incentive and champions the American free enterprise democracy.

Curtis-Young Sales Manager

Appointment of Michael J. Tedesco as general sales manager was announced by A. W. Young, president, Curtis-Young Corp. Mr. Tedesco has been with the company since 1956 and has had extensive experience in every phase of the copying field. His primary responsibility will be to direct national sales and distribution of the new line of Tru-Fax photocopiers and their allied supplies. He will coordinate sales of the photocopy division with the company's general lines of inked ribbons, carbon papers and other copying and duplicating products.

Bankers Box Names Two

Leonard M. Halen was named assistant sales manager of Bankers Box Co. His duties will cover the complete product line and he will be responsible for coordinating the efforts of field men. Willis I. Clark was appointed manager of the firm's new branch in Anaheim, Calif. Mr. Halen had been sales manager of Pennington Press, Cleveland. Prior to that he was sales manager of Clauss Cutlery Co., Fremont, Ohio. Mr. Clark has been selling the firm's line in the Los Angeles area for the past several years.

Ektalith Sales Manager

Edward H. Cann was appointed manager of the photo reproduction products sales division of Eastman Kodak Co. Announcement was made by Theodore F. Pevear, a company vice president and director of sales administration. Mr. Cann will be responsible for the sale of Ektalith products, as well as other future allied products as they may be developed. He will be located at Rochester and report to Alvin W. Streitmatter, general manager of Kodak's professional goods sales division.

SYMBOL OF THE WORLD'S LARGEST MANUFACTURERS OF SELF-INKING NUMBERING AND DATING MACHINES

ENM

DIRECT SALES AND SERVICE IN THE UNITED STATES

EASTERN NUMBERING MACHINES
801 Sixth Avenue
New York 1, N. Y.

HORDER'S, INC.
Horder Building
Jackson Blvd. at Jefferson
Chicago 6, Ill.

CARPENTER PAPER CO.
Omaha 2, Nebraska
Fort Worth, Texas
Houston, Texas

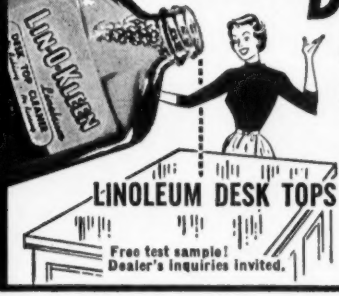
A GUARANTEED, BRITISH-MADE PRODUCT

ENGLISH NUMBERING MACHINES LIMITED
QUEENSWAY, ENFIELD, MIDDLESEX, ENGLAND

For More Information Circle No. 455

FREE supply of Scott 2-ply wipers with sample or first order

NO FUSS—NO MESS When you use LIN-O-KLEEN LINOLEUM Desk Top Cleaner



Easy to apply. Pour it on — Wipe it off.
Contains magic miracle compound that penetrates stubborn grit and grime. Brings back original finish.
1 Pint—$1.25 Doz. Pints—$12
(WEST COAST SLIGHTLY HIGHER)
Order today. Money back guarantee.

LINOLEUM DESK TOPS LOOK BRAND NEW IN 2 MINUTES!

Free test sample! Dealer's inquiries invited.

WIEMER'S, Inc.
70 Vernon Street • Bridgeport, Conn.

For More Information Circle No. 456

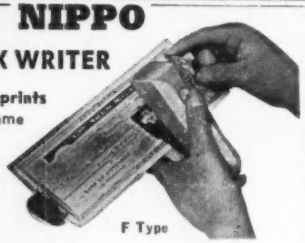
One of the finest special compound typewriter erasers made. Try it! Only $1 a doz.

GARDNER STAMP CO.
166 S. Washington St.
Wilkes-Barre, Pa.

For More Information Circle No. 457

NIPPO
CHECK WRITER

Indelibly prints Just the same as a big machine costing up to $500.—



NIPPO MACHINE INDUSTRY CO., LTD.
Tenjin-cho-Nishi-ku, Yokohama, Japan

For More Information Circle No. 458

An Annual Roller Change—The Best
TYPEWRITER LIFE INSURANCE

Insist On A
FUTURISTIC
GALAXIE
Platen

Manufactured and Distributed to Office Machine Dealers by
AMES SUPPLY COMPANY
Contact your Local Typewriter Dealer

For More Information Circle No. 459

CASH REGISTER
PARTS

WORLD WIDE SERVICE

HIGHEST QUALITY PRODUCTS

CASHERE CORPORATION
Successor to International Cash Register & Parts Co.
207 E. Evergreen Ave., Mt. Prospect, Ill.

For More Information Circle No. 460

Acco Vice President

Robert H. T. Dodson was named vice president-sales of Acco Products, a division of Natser Corp., Ogdenburg, N. Y. Mr. Dodson was formerly in charge of sales in the south central U.S. for Aluminium, Ltd.

Auto-typist Ad Manager

Richard F. Drake, advertising and sales promotion manager, American Automatic Typewriter Co., will direct a stepped-up advertising program on the Auto-typist automatic typewriter. Announcement was made by Otto Schulz, president, who said the company intends to reach a much broader category of business through the new program. Mr. Drake joined the company after 29 years with Comptometer Corp. as advertising manager.

OEMI in Chicago

Office Equipment Manufacturers Institute, sponsor of the Business Equipment Exposition, reports that April 9-13, 1962, will be the dates of its first Chicago presentation in the new exhibit facility, McCormick Place at 23rd & Lakefront on the former World's Fair grounds. The exposition will occupy about five acres.

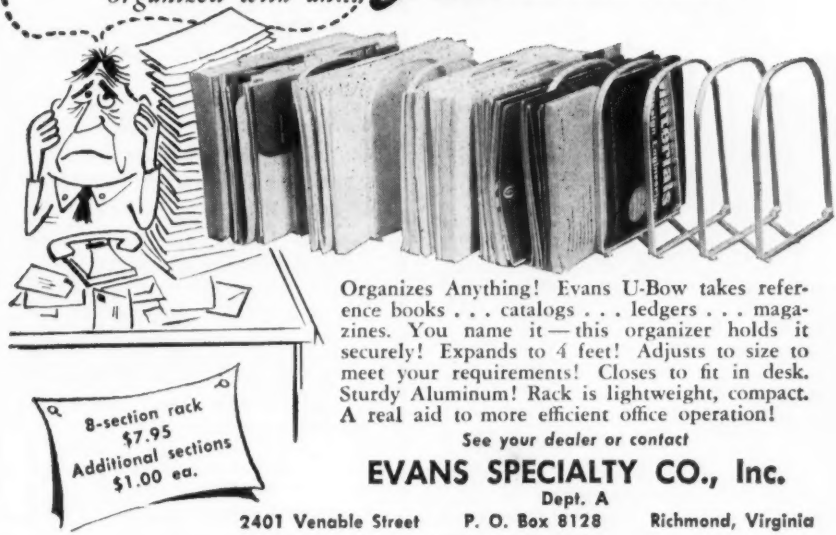
NOMDA Promotion Newsletter

The new Development Committee of National Office Machine Dealers Assn. has issued to members the first Advertising Merchandising Newsletter containing promotion tips and advice on how to find prospects, attract passersby with window displays, get aid from suppliers, and plan local advertising.

Eastern OMDA Convention

The 5th Annual Convention of the East Coast Regional Office Machine Dealers Assn. is scheduled to take place at Galen Hall, Wernersville, Pa., Oct. 13-16. Over 200 dealers from the Pennsylvania area are expected to attend. Speakers will include Dorothy Ames, Ames Supply Co.,

"Tomorrow we will get organized with an...." Evans U-BOW RACK!



Organizes Anything! Evans U-Bow takes reference books . . . catalogs . . . ledgers . . . magazines. You name it — this organizer holds it securely! Expands to 4 feet! Adjusts to size to meet your requirements! Closes to fit in desk. Sturdy Aluminum! Rack is lightweight, compact. A real aid to more efficient office operation!

See your dealer or contact

EVANS SPECIALTY CO., Inc.
Dept. A
2401 Venable Street P. O. Box 8128 Richmond, Virginia

For More Information Circle No. 323

HOT WAX SPOT CARBONIZED

Business Forms by TRANSKRIT

If you use business forms (and who doesn't?), you must investigate the time-, space- and work-saving features of TRANSKRIT spot carbonized business forms!

Non-smudge TRANSKRIT spot carbonizing eliminates bulk and bother of carbon-interleaving in multiple forms! Used for over 20 years for business forms of every kind: payroll checks, tax bills, bank systems, bills of lading, labels etc.

Ask your BUSINESS FORMS DEALER, PRINTER, or STATIONER for the big new TRANSKRIT Specimen Portfolio, chock-full of samples and ideas . . . it's free!

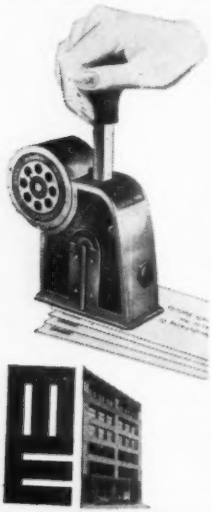
TRANSKRIT Corporation

NATIONWIDE SERVICE THROUGH DEALERS EXCLUSIVELY

DEALERS: Send for Free Specimen Portfolio including samples of magnetic ink encoded checks.

704 BROADWAY
NEW YORK 3, N. Y.
GR 7-6700

633 PLYMOUTH COURT
CHICAGO 5, ILL.
HA 7-0247



MAILERS STAMP AFFIXER

Affixes actual stamps instead of printed tape —for more personal-looking mail. A small, compact stamp affixer that can stamp thousands of envelopes a day. Easy to operate—no wires—no electricity. Can be stored in office desk or file. Loads rolls of 500 stamps at a time . . . in any denomination. Get one for regular mail—get one for air mail—get one for precancelled mail—get one for every department. Use, also, to affix stamp-size advertising labels or stickers. Only $40.00 plus F.E.T.

Dealer Inquiries Invited

MAILERS EQUIPMENT CO. INC.
38C West 15th Street, New York 11, N. Y.

For More Information Circle No. 342

INK-FOE

"You'll Wonder Where the Purple Went . . ."

REMOVES HECTO STAINS FROM PASTEL MACHINES

Remove hectograph purple and many ballpen marks from pastel office machine paints with INK-FOE 1 and INK-FOE 2. Safe and simple to use. Just wipe on, wipe off. INK-FOE 1 brings ink stain up out of the paint; INK-FOE 2 oxidizes the stain. Watch the purple disappear in seconds.

Two 8-oz. plastic bottles each of INK-FOE 1 and INK-FOE 2 in a 4-pack are $7.50 plus postage. Postage paid on prepaid orders.

TECHNILUBE, Napa, Calif.

For More Information Circle No. 344

STEVENSON & SMITH, INC.

LEADING MANUFACTURERS OF

Intricate, Accurate, Economical SPECIALTY Multi-Part Business Forms

Stevenson & Smith, leading business forms manufacturers and business systems creators, are represented, coast to coast, by outstanding Business Forms dealers and systems analysts.

Write for name of your nearest representative.

STEVENSON & SMITH, INC.
Lackawanna Place
BLOOMFIELD, NEW JERSEY

For More Information Circle No. 343

THE

"KOH-I-BALL"

. . . the New Double-Ended Ball-Point Pencil

- **writes RED**
- **writes BLUE**

another Koh-I-Noor exclusive . . . the only two-in-one ball point pencil of its kind on the market.

- ✓ ***polished brass nose-pieces***
- ✓ ***light wooden barrel***
- ✓ ***full-length red & blue ball-point inserts (easily replaced with available refills)***

Packed either 12 Koh-I-Balls on a display card or in a dozen box.

Retail price 49c

trade and quantity discounts available.

Koh-I-Noor Pencil Co.
Bloomsbury 10, New Jersey

For More Information Circle No. 345

George Scheels, National Cash Register Co., William Leahy, Victor Adding Machine Co., and Marcy Roderick, Safeguard Checkwriter. Paul McWilliams, newly elected NOMDA president, will talk on the "Cost of Doing Business."

Baltimore Forms Elects Marshall

Clyde T. Marshall, formerly vice president of Monowatt, Inc., and general manager and sales manager of Agricultural Chemicals Div., Commercial Solvents Corp., was elected vice president of Baltimore Business Forms, Inc., it was announced by Talbot T. Speer, chairman and president of the company.

Hamilton-Pax Vice President

Wallace E. Dunn, who recently joined Hamilton-Pax, Inc., Chicago, was elected vice president, reports Charles E. Laue, president. Mr. Dunn is in charge of a new consumer products division launched as part of a major expansion and diversification program. He was formerly vice president of Mayer Mfg. Co., Chicago. He also served as director of marketing for Autopoint Co., Div. of Cory Corp., and as manager of industrial relations for Ford Motor Co., Chicago.

All-Steel's Quarterly

A new quarterly publication is being distributed to executive and sales personnel by All-Steel Equipment, Inc., Aurora, Ill. Titled, "Progress," this attractive piece has many illustrations in full color showing new office furniture and describing its features. The current issue carries the story of the 4000 Line and other articles cover aids to selling.

Shallcross Is Ideal Distributor

Shallcross Co., 48th and Grays Ferry Rd., Philadelphia, will distribute the Ideal twin cylinder stencil duplicator in various eastern states for American Office Equipment Co. The states include Pa., Dela., Md., southern N.J., and D.C. Shallcross specializes in the distribution of a general line of duplicating equipment.

Some Day You May Wish You'd Bought This

NEW

Auto-Shred

Now!

Do your business secrets leak out thru your waste paper baskets? Too often confidential letters, sales and accounting records, engineering data, specifications and business records of many kinds find their way into unauthorized hands — after someone thought they'd been destroyed.

This new, compact, lightweight Auto-Shred is designed for your office. Case hardened steel slitters driven by a powerful 1/3 horsepower motor, convert correspondence, ledger sheets, sales-reports and other confidential records into ¼" shreds even slicing thru paper clips and staples. It's quiet — you'll hardly know it's being used. It has an automatic hopper that will take up to 100 sheets of paper at a time and a gravity hand feed for stapled, clipped, pinned or folded papers. It's completely enclosed (positively safe) in a gracefully designed fiberglass case that matches the practical appearance of other office equipment.

Write for catalog giving full information and 10 day free trial offer.

SAA 3439-16

INDUSTRIAL SHREDDER and CUTTER COMPANY

103 Mill Street **Salem, Ohio**

For More Information Circle No. 462

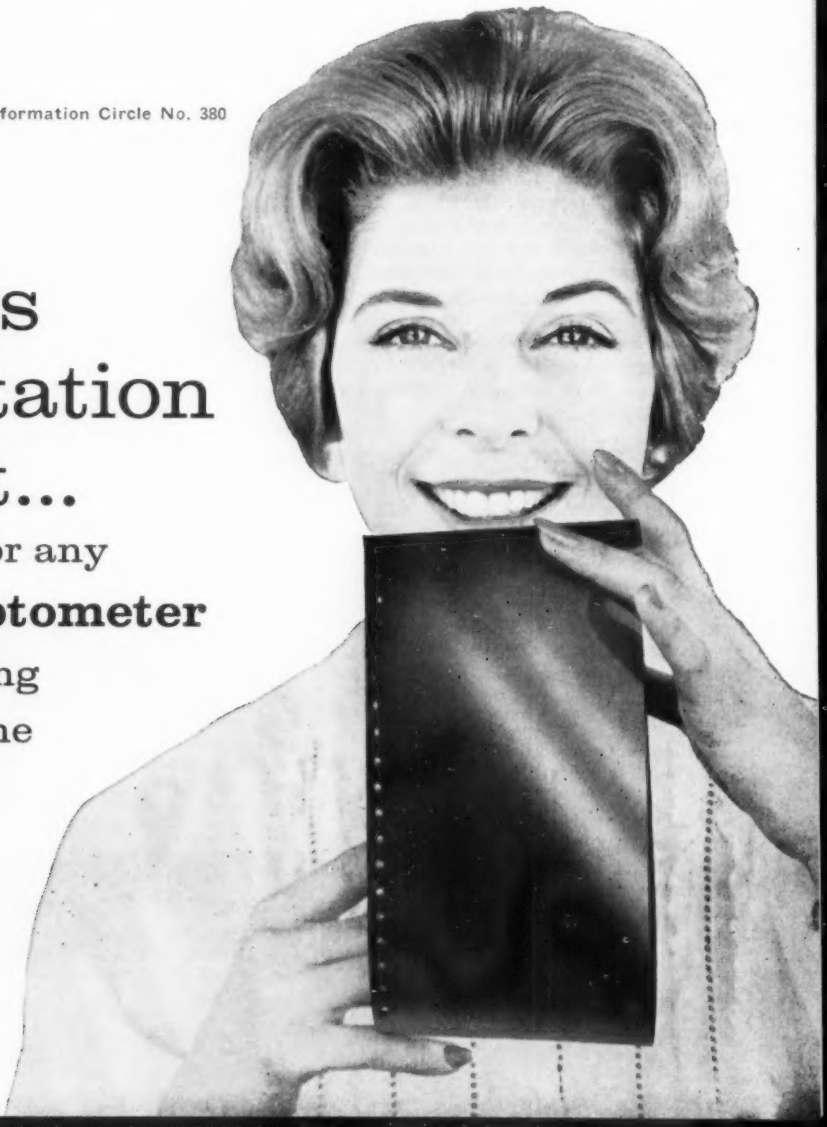
This Erase-O-Matic magnetic dictation belt can be re-used literally hundreds of times. Offers you tremendous savings compared to ordinary grooved belts and discs, which can be used only once. Perfect dictation and transcription every time. For a demonstration, see the Yellow Pages under "dictating machines, Comptometer," or write Comptometer, Dept. O-10, 5600 Jarvis Avenue, Chicago 48, Illinois.

COMPTOMETER
CORPORATION
BUSINESS MACHINES • BUSINESS FORMS • GOLF EQUIPMENT
COMMUNICATION EQUIPMENT • ELECTRONIC EQUIPMENT

For More Information Circle No. 380

This dictation belt...

pays for any **Comptometer** dictating machine



NATIONAL CONFERENCE & EXHIBIT CALENDAR

Society of American Archivists, Somerset Hotel, Boston, Oct. 4-7.

National Assn. for Bank Audit, Control & Operation, Statler Hotel, Los Angeles, Oct. 9-12.

National Office Management Assn., Atlanta Biltmore Hotel, Atlanta, Ga., Oct. 10-12.

Systems & Procedures Assn. of America, Commodore Hotel, New York, Oct. 10-12.

Eastern Commercial Stationery Show, N. Y. Trade Show Building, New York, Oct. 15-18.

Administrative Services, American Management Assn., Roosevelt Hotel, New York, Oct. 17-19.

American Records Management Assn., Plankinton House, Milwaukee, Oct. 19-22.

Controllers Institute of America, Fairmont Hotel, San Francisco, Oct. 22-26.

National Institute of Governmental Purchasing, Shoreham Hotel, Washington, D. C., Oct. 23-26.

National Business Show, Coliseum, New York, Oct. 24-28.

Office Equipment Manufacturers Exhibits, Memorial Sports Arena, Los Angeles, Nov. 1-4.

American Production & Inventory Control Society, Sheraton-Cadillac Hotel, Detroit, Nov. 3-4.

Society of Reproduction Engineers, Sherman Hotel, Chicago, Dec. 3-6.

Eastern Joint Computer Conference, New Yorker Hotel, New York, Dec. 13-15.

OFFICE EXHIBITS ABROAD

Business Efficiency Exhibition, Olympia, London, Oct. 3-12.

International Office Equipment Exhibit, (S.I.C.O.B.), Paris, Oct. 14-23.

FREE TELKEE booklet answers that question for you; shows how TELKEE saves you time and money, gives you new convenience.

STOPS time wasted locating lost or borrowed keys

MINIMIZES expensive lock replacement and repairs

ORGANIZES all your keys in one orderly system

What's more, TELKEE guarantees maximum security and privacy—keeps keys in authorized hands, always.

Offices, factories, stores, schools, housing, hospitals . . . there's a TELKEE System to fit every size and type of application. TELKEE solves every key problem, efficiently, inexpensively.

FREE—send today!

The MOORE KEY CONTROL® System

TEL KEE

P. O. Moore, Inc., Glen Riddle 61, Pa.

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The reasons are obvious but frequently not calculated. Company lunchrooms and kitchens become a necessity away from the city, large parking areas are required as a result of lack of public transportation, which in turn accentuates the chronic problem of obtaining white-collar help. Another factor often overlooked in raising the amount of space required per suburban employee beyond that of the city worker is the dearth of specialized office skills necessary to legal, advertising and accounting departments, which are usually available in depth only in a metropolis.

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